



Invitation to Bid No. 6-19

Custom Cut Decals and Decal Designing

March 22, 2019

Chad Chronister, Sheriff
HILLSBOROUGH COUNTY

Financial Services Division
2008 East 8th Avenue
Tampa, FL 33605



Carly Cartwright, Buyer
813-247-0026
cbrauner@hcsso.tampa.fl.us

INSTRUCTIONS TO BIDDERS

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), and Bid Response (Part C), which together with all attachments, constitute the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and must be kept together and returned, intact, by the time and at the place specified herein. The Bidder must manually sign the General Terms and Conditions (Part A) and Bid Response (Part C). 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 Response (Part C), 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 PACKAGE CAREFULLY BEFORE SIGNING.

NOTICE TO BIDDERS

**WHEN SUBMITTING A SEALED BID PACKAGE, CLEARLY MARK THE PACKAGE
AS A BID DOCUMENT ON THE OUTSIDE OF THE ENVELOPE OR BOX.
INCLUDE THE BID NUMBER AND THE DATE AND TIME OF THE BID OPENING.**

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| PROPOSED SCHEDULE OF EVENTS | DATE |
|--|-------------|
| BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITES | 3/22/19 |
| MANDATORY PRE-BID CONFERENCE | 3/28/19 |
| DEADLINE TO SUBMIT BID | 4/5/19 |
| AWARD NOTIFICATION TARGET DATE | 4/17/19 |

**Hillsborough County Sheriff's Office
2008 East 8th Avenue
Tampa, Florida 33605**

SUBJECT: INVITATION TO BID 6-19

BID TITLE: Custom Cut Decals and Decal Designing

MANDATORY PRE-BID CONFERENCE DATE & TIME: March 28, 2019 @ 10:00 AM

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

OPENING DATE & TIME: April 5, 2019 @ 3:00 PM

PLACE: Malcolm E. Beard Sheriff's Operation Center
Financial Services Division, Purchasing Section
2008 East 8th Avenue, Room # 125
Tampa, FL 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: Chad Chronister, Sheriff, 2008 East 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 C), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's or manufacturer's specifications which accompany the Bid Response (Part C), 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 C).

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 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 bid.

4. Time for Consideration: Bidder warrants, by virtue of bidding, the prices quoted in their response will be good for an evaluation period of 60 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.** All prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the successful Bidder.

The Bidder'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 Bid, and *that all applicable taxes and fees shall be deemed to have been included in the Bid Response (Part C) 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. Claims: The successful Bidder will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
8. 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.
9. Information and Descriptive Literature: Bidders 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.
10. 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.
11. No Bid: If you do not wish to submit a response to the Bid, please return the Statement of "No Bid" found on page 17. The no bid information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
12. Compliance with Occupational Safety and Health Act (OSHA): The Bidder certifies that all material/items contained in their response meets all OSHA requirements.
13. Laws, Statutes, and Ordinances: The terms and conditions of the Bid and the resulting Agreement shall be construed in accordance with the laws, statutes, and ordinances of the State of Florida and Hillsborough County. Where State Statutes and regulations are referenced, they shall be interpreted to apply to this Bid and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, Fla. Stat., in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.
14. 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 the HCSO.

15. Appropriations of Funds: 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 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.
16. 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 72 hours (excluding HCSO holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

The HCSO will have five (5) business days upon receipt of this notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Bidder 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 72 hours (excluding HCSO holidays, Saturdays and Sundays) requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

17. 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 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. If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, Fla. Stats. does not restrict your submission.
18. 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 Bidder 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.


The HCSO requires that, at the conclusion of the selection process, the contents of all bids be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a bid must be clearly stated in the Bid itself. Proprietary information submitted in response to the Bid will be handled in accordance with applicable Florida Statutes.

If the Bidder has questions regarding the application of Chapter 119, Florida Statutes, to the Bidder'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

19. Specifications: Attached

CHAD CHRONISTER, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

By: 
Christina R. Porter, CPA
Chief Financial Officer

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

Company Name

Print Name Title

Signature of Company Officer Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 20. EACH COMPANY'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 C, 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) to secure a company for the production of HCSO custom cut decals and for professional graphic design services for custom decals on an as needed basis.

2. SPECIFICATIONS AND SCOPE OF WORK

The HCSO is seeking a professional decal designer to provide custom vinyl decals for a variety of motor vehicles and equipment. These vehicles include, but are not limited to, sedans, trucks, sports utility vehicles (SUV), vans, motorcycles, boats, and other miscellaneous equipment. Artwork files of the current custom HCSO decals will be provided to the Awarded Bidder, along with the decal materials, supplied at HCSO's cost. Professional graphic design services for custom decal designs, not included in the provided artwork files, shall be requested as needed.

In order to provide accurate quotations, the Awarded Bidder may be required to travel to various locations within Hillsborough County to access vehicles and/or miscellaneous equipment, not specifically described in the Pricing section (Paragraph 2) of the Bid Response (Part C). The Awarded Bidder will be required to travel to the designated location within three (3) business days of receiving the quotation request.

Decals may be ordered by the set or individually. Detailed pictures of the existing HCSO decal sets based on the vehicle type are included in Exhibit A. A quote will be requested for custom decals not included in Exhibit A. Bulk orders will be placed for decal sets for sedans and shall consist of 20 sets per order. All requests for services and purchase orders will be submitted by the Fleet Maintenance Section on an as needed basis.

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

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

3. ESTIMATED QUANTITIES

The HCSO purchases approximately 125 to 150 new vehicles, including sedans, trucks, vans, and SUVs, per year to be utilized as marked patrol vehicles. Decal sets for these vehicles will be ordered in bulk, 20 sets per order. In addition, the HCSO will replace the decals on three (3) boats, at a minimum, measuring 36 to 40 feet long. Replacement decals for other existing vehicles will be ordered as needed.

Estimated quantities, if provided, are furnished as a guide for preparing the Bid Response (Part C), and should not be construed as representing actual quantities to be purchased under this Bid.

4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Bid are to be directed, in writing, to the Buyer: Carly Cartwright, at cbrauner@hcsotampa.fl.us, or by fax at 813-242-1851. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this Bid prior to the notice of award.

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.

5. SUBSTITUTION

Decal materials shall be supplied to the Awarded Bidder at the HCSO's cost. Bidders 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 cancelation. All substitutes will be annotated as such on the shipping documents.

6. BIDDER 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(s) or service(s) 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. The Vendor Packet attached as Appendix I must be returned with your Bid Response along with copies of Hillsborough County Business Tax Receipt or other local government business license(s).

7. CONFLICT OF INTEREST

The Bidder agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, Fla. Stat. regarding Standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

8. 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 their 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 Office at (813) 247-8034.

9. 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.

10. 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 Awarded Bidder, the Contract may be extended on an annual basis for up to three (3) additional years.

11. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Awarded Bidder(s) notify the HCSO, Financial Services Division, of the pending increase or decrease a minimum of 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.

12. ADDITION/DELETION

The HCSO reserves the right to add or delete any items 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 must 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 item addition accompanied by the Awarded Bidder's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original Bid tabulation/price sheet.

13. 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. 10 calendar days written notice with cause, or;
- b. 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. 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.

14. DEFAULT

The Contract may be canceled or annulled by the HCSO CFO in whole, or in part, by written notice of default to the Awarded Bidder 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 Awarded Bidder to deliver materials or items within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute Contract default. Awarded Bidders who default on contracts may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.

15. NEXT BEST BIDDER

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

16. DELIVERY

Bulk orders as described in the Specifications and Scope of Work (paragraph 2) shall be delivered within 14 calendar days After Receipt of the Order (ARO). Individual and custom orders shall be delivered within seven (7) calendar days ARO. Additional days for delivery may be authorized by the General Manager of the Fleet Maintenance Section for large custom decal orders. Failure to deliver within the described parameters shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein. If orders cannot be filled within the listed time frames, the HCSO Fleet Maintenance Section shall to be notified, in writing, thus permitting the HCSO to obtain the required services and/or exercise its options as stated herein.

17. EMERGENCY

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

18. INVOICING AND PAYMENTS

The Vendor shall invoice the HCSO for material(s)/item(s) as delivered. All invoices must have a unique invoice number and include: shipping location, description and quantity of items shipped, stock number, and unit price. Include the HCSO purchase order number on invoices unless payment is made by HCSO Purchasing Card. 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 45 calendar days from date of receipt of a properly approved application/invoice.

Invoices shall be addressed to:

Hillsborough County Sheriff's Office
Attention: Accounts Payable
P.O. Box 3371
Tampa, FL 33601

Or emailed to: accountspayable@hcsotampa.fl.us

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

19. 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) and Special Provisions (Part B). Such deviations should be stated upon the Bid Response (Part C), 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 C), 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) and the Special Provisions (Part B).

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART C - BID RESPONSE

The undersigned understands that this Bid Package **must be signed in ink** and that an **unsigned** Bid Package will be considered incomplete and subject to rejection by the Hillsborough County Sheriff's Office (HCSO). **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

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) AND SPECIAL PROVISIONS (PART B), 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 19 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) and Special Provisions (Part B) upon which this Bid Package is based, to wit:

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the product(s) required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted in the Bid Response (Part D). 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 product(s) in accordance with the Bid Package, except as noted on attached Exceptions Form:

| ITEM | VEHICLE TYPE | PRICE |
|--------------------------------------|---------------------------------|------------|
| A | Sedan (bulk order of 20 sets) | \$ 20 sets |
| B | Sedan (individual order of set) | \$ per set |
| C | Compact Cars | \$ per set |
| D | SUV | \$ per set |
| E | Truck | \$ per set |
| F | Transportation Van | \$ per set |
| G | Motorcycle | \$ per set |
| H | Van with KUV Body | \$ per set |
| I | Boat – 36 feet | \$ per set |
| J | Boat – 40 feet | \$ per set |
| PRICING FOR INDIVIDUAL DECALS | | |
| K | HCSO Star – 3 inch | \$ each |
| L | HCSO Star – 4 inch | \$ each |
| M | HCSO Star – 10 inch | \$ each |
| N | HCSO Star – 14 inch | \$ each |
| O | American Flag – 4x6 inches | \$ each |

3. ARTWORK AGREEMENT

It is understood and agreed that all artwork provided to, and/or developed by, the Awarded Bidder is for the sole and exclusive use by the HCSO. The HCSO shall be deemed to be the sole and exclusive owner of all rights, title and interests therein, including all copyrights. All work performed by the Awarded Bidder on projects and all artwork generated in connection therewith is, and shall be, considered as "Works Made for Hire" (as defined under the U.S. Copyright Laws) and, as such, shall be owned by and for the sole benefit of the HCSO.

The HCSO has the right to use or not use artwork and to use, reproduce, re-use, alter, modify, edit, or change artwork as it sees fit and for any purpose.

4. VENDOR ORDER INSTRUCTIONS

Describe the preferred method of contact to place an order OR to request service.

 Name: _____
 Phone: _____ Fax: _____
 Email: _____
 Website: _____

5. BID CONTACT INFORMATION

Provide the contact information for the individual submitting this Bid Package. (Please type or print)

Contact Name & Title: _____
 Address: _____
 Office #: _____ Mobile #: _____ Fax #: _____
 Email: _____

6. 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 undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

The below 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 HCSO, 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 60 days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Name Title

Signature of Company Officer Date

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. 6-19 for Custom Cut Decals and Decal Designing 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 _____

CHECKLIST, Include the following:

- ☐ One (1) original copy of the entire Bid.
- ☐ Completed Part C including pricing and signature page.
- ☐ Parts A and C (**SIGNATURE REQUIRED**).
- ☐ Any Addendums or Amendments (**SIGNATURE REQUIRED**).
- ☐ Completed Part C including pricing and signature page.
- ☐ Appendix I, Vendor Packet to include completed Vendor Application, W9 and Business Tax Receipt.
- ☐ Professional Licenses (if applicable).
- ☐ Manufacturer literature and warranty information.

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.

CHAD CHRONISTER, SHERIFF
2008 E. 8TH AVE
TAMPA FL 33605

ATTN: PURCHASING 813-247-8034 or
FINANCIAL SERVICES DIVISION 813-247-8035

BID PACKAGE SUBMITTAL

From: _____

BID # 6-19
CUSTOM CUT DECALS AND DECAL DESIGNING

OPENING DATE/TIME:
April 5, 2019 @ 3:00 PM

EXHIBIT A

EXHIBIT A

ITEMS A & B: SEDAN



EXHIBIT A

ITEM C: COMPACT CAR

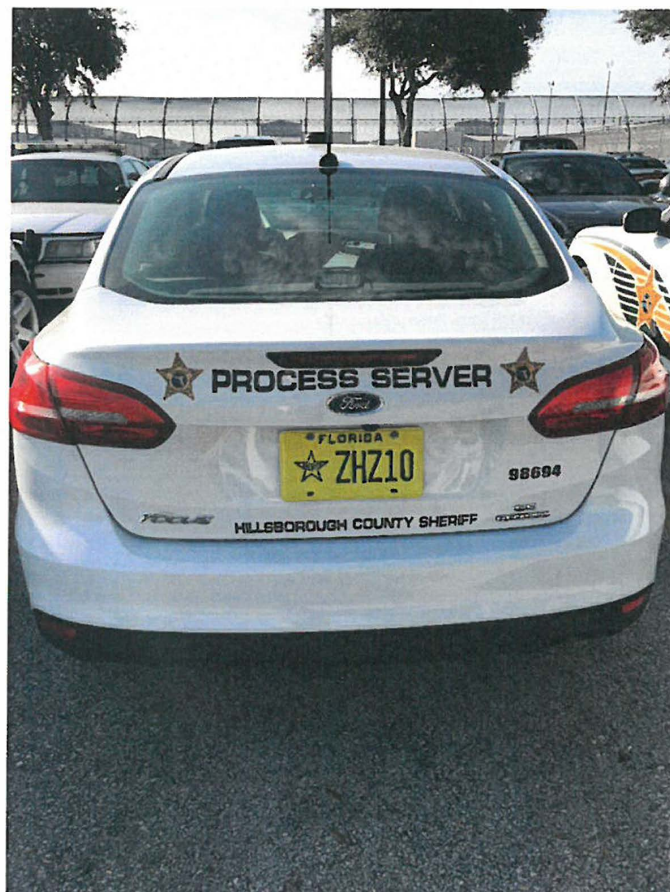


EXHIBIT A

ITEM D: SUV



EXHIBIT A

ITEM E: TRUCK



EXHIBIT A

ITEM F: TRANSPORTATION VAN



EXHIBIT A

ITEM G: MOTORCYCLE



EXHIBIT A

ITEM H: CRIME SCENE / FORENSIC SERVICES (VAN WITH KUV BODY)



EXHIBIT A

ITEMS I & J: BOAT



EXHIBIT A

ITEMS K, L, M, & N: HCSO STAR



EXHIBIT A

ITEM O: AMERICAN FLAG



APPENDIX-I

VENDOR PACKET

Vendor Application Form

Chad Chronister, Sheriff
Hillsborough County Sheriff's Office
2008 E. 8th Avenue, Tampa, Florida 33605
www.hcso.tampa.fl.us



Purchasing Section
Phone: 813-247-8034
purchasing@hcso.tampa.fl.us

To establish your business as a vendor to the Hillsborough County Sheriff's Office,
provide the following documentation along with this completed application:

- ☒ Completed and Signed IRS Form W9 (W8 for Foreign Based Company).
- ☒ Business Tax Receipt from Hillsborough County or other municipality's business license.
- ☒ Certificates of Liability & Workers' Compensation Insurance (for on-site service providers.)
- ☒ If your company is an LLC or LLP filing as a Corporation, provide IRS Form 8832 or Form 2553 to prevent receipt of an IRS Form 1099.
- ☒ Provide Federal, State or County certificates for Minority, Veteran, Women, or Small Business Ownership

Send completed forms to purchasing@hcso.tampa.fl.us or fax to 813-242-1826.

Refer to the HCSO Purchasing page at www.hcso.tampa.fl.us for additional information.

Business Name (as shown on your invoice): _____

Owner's Name as per IRS records, if reporting under SS# _____

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

Tax Status: C-Corp ☐ S-Corp ☐ Individual/Sole Proprietor (1099) ☐ LLC/LLP (1099) ☐

Certified: Minority Owned ☐ Small Business Owner ☐ Veteran Owned ☐ Women Owned ☐
(Include Certificate)

Business Type: Commodity ☐ Services ☐ Visa Accepted: Yes ☐ No ☐

Office Phone: _____ Fax: _____ Website: _____

Physical Address: _____ City: _____ State: _____ Zip Code: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Remit Address (for payment by check): _____ City: _____ State: _____ Zip Code: _____

Procurement Code Category (see PC List):# _____

Additional Information: _____

SALES CONTACT

Name: _____

Office Phone: _____

Cell Phone: _____

Email: _____

ACCOUNTING CONTACT

Name: _____

Phone: _____ Fax: _____

Email: _____

To receive electronic payments please complete the
Direct Deposit Payment Authorization Form available on
the HCSO Purchasing page at www.hcso.tampa.fl.us.

HSCO FSD USE ONLY:

Vendor ABN Assigned: _____ Search Type: V LV USS Other _____ RMT #: _____

ACH Payments Active: Yes No Tax Status: C N P X 1099 Reporting Code: A1 A3 A6 A7 AC

HCSO Staff Requesting Vendor ABN: _____ ABN: _____

Convictions, Suspensions, or Federal Exclusions: Yes No If Yes, please explain: _____

Completed by: _____ ABN: _____ Date: _____ Verified by: _____ ABN: _____ Date: _____

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

| | |
|--|--|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| 6 City, state, and ZIP code | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | |
|---------------------------------------|--|--|--|---|--|--|---|--|--|
| Social security number | | | | | | | | | |
| | | | | - | | | - | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | - | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



Direct Deposit Payment Authorization Form

Please complete this form if you would like to receive payments through the Automatic Clearing House System (ACH) in lieu of a check. Upon deployment, payees will be notified via e-mail that a payment has been sent to their financial institution. **Please note that it may take up to two weeks from receipt of this form by the Hillsborough County Sheriff's Office for initial setup and pre-noting through the ACH System.**

Payee Information:

Payee Name (Entity Name or Name of Individual)

SSN or EIN

E-mail address

Phone Number

Financial Institution Information:

Bank Name:

Address:

Routing Transit Number (9 digits):

Account Number:

☐

Checking Account - Attach a blank voided check here

☐

Savings Account - Attach a blank voided deposit slip here

Payee Certification:

By signing this form, I authorize payments to be sent to the financial institution named above to be deposited to the designated account by the Hillsborough County Sheriff's Office for goods/services rendered, reimbursements, or other transactions and, if necessary, to initiate debit entries and adjustments for any credit entries (deposits) made in error. This authorization shall remain in full force and effect until withdrawn in writing with sufficient notice to allow adequate time to effect termination.

Name and Title

Signature

Date

Please return completed form and blank voided check to the following address or email:

Hillsborough County Sheriff's Office

ATTN: Accounts Payable

2008 East 8th Avenue

Tampa, Florida 33605

accountspayable@hcsso.tampa.fl.us

FSD Use Only

Vendor ABN: _____

RMT #: _____

Entered by: _____

ABN: _____

Date: _____

Verified by: _____

ABN: _____

Date: _____

**Hillsborough County Sheriff's Office
Purchase Terms and Conditions**

1. The content and conditions of a Purchase Order issued by the Hillsborough County Sheriff's Office (HCSO) may not be modified by verbal agreement. Any changes must be in writing and approved by the Chief Financial Officer of the HCSO.
2. Invoices, packing lists, and packages must include the Purchase Order number, if assigned, and the ship to or delivery address.
3. INVOICES SHALL BE ADDRESSED TO:
Hillsborough County Sheriff's Office
Accounts Payable
P.O. BOX 3371
TAMPA, FLORIDA 33601

Or emailed to: accountspayable@hcsos.tampa.fl.us
4. Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Purchase Order shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
5. Materials rejected by the HCSO will be returned to the vendor at the vendor's risk and expense. The HCSO shall not be liable or otherwise responsible for any re-stocking charges unless prior written authorization has been issued by the HCSO.
6. Cash discounts will be deducted in accordance with the terms of the Vendor's quotation or bid. Payments shall be 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 payments of approved invoices.
7. Acceptance by the Vendor of a Purchase Order includes acceptance of all items, conditions, prices, delivery instructions, and specifications as shown on the order, or attached to, or referred to, and which are made a part hereof by reference, as fully and to the same extent as, if copied at length herein.
8. All shipments by the Vendor must be F.O.B. DESTINATION, unless otherwise authorized in writing by the HCSO. THE HCSO WILL NOT ACCEPT C.O.D. SHIPMENTS.
9. The HCSO reserves the right to cancel all or part of the Purchase Order should delivery not occur within the time specified by the Vendor.
10. Vendors are expected to satisfy Purchase Orders in one (1) shipment unless otherwise disclosed in writing and authorized by the HCSO in writing. Excessive or unauthorized partial shipments may result in Vendor debarment.
11. Vendors are not authorized to deliver any goods or services which exceed the written authority of the Purchase Order, unless the order is modified pursuant to the terms expressed above in item one (1).
12. The Vendor, in accepting the order, agrees to indemnify the HCSO and holds harmless from and against all claims, liability, loss, damage, or expense, including attorney fees, arising from or by reason of any actual or claimed trademark, patent, or copyright infringement or litigation based thereon, with respect to the goods and any part thereof covered by the Purchase Order and such obligation shall survive acceptance of the goods and payment thereof by the HCSO.
13. The Vendor will indemnify and hold harmless the Sheriff and his agents or employees from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the Purchase Order; providing that any such liability claim, damage, loss or expense caused in whole or in part by a negligent act, wrongful act, or omission of the Vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, whether or not it is caused in whole or in part by a party indemnified herein.
14. The Vendor, in accepting the Order, agrees the Order will become a public document pursuant to §119.07, Fla. Stat. The Vendor agrees to comply with §119.0701, Fla. Stat. with respect to any documents, papers, and records made or received by Vendor in connection with the Order.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records, 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@hcsos.tampa.fl.us

**Hillsborough County Sheriff's Office
Purchase Terms and Conditions**

15. Florida Law shall govern any dispute or contractual right regarding the Purchase Order. In the event of a lawsuit by the Vendor, the venue of such lawsuit shall be in Hillsborough County, Florida and the Vendor waives whatever rights it has in the selection of venue by accepting the order.
16. Terms and Conditions of signed contracts, Requests for Proposal, Requests for Bid, and Term Contracts will prevail to the degree said terms may be more stringent.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



PROCUREMENT CATEGORY CODES

The following list is customized to best serve the Hillsborough County Sheriff's Office (HCSO) Purchasing Section in identifying registered vendors by category for the purpose of soliciting quotes or notifying of Bid/RFP opportunities. The list is a tool for purchasing staff only. Selecting a Procurement Category code (PC) on your Vendor Registration does not guarantee you will receive solicitations or notices and in no way obligates the HCSO.

The HCSO advertises Bid opportunities in the legal section of the local newspaper (Tampa Bay Times) and posts all Bid documents to the HCSO public website where they may be viewed and downloaded at no charge. Visit the Purchasing page on the HCSO Website at www.hcso.tampa.fl.us.

Select the PC code below that best fits the service or commodity your company provides. Use the PC code on your Vendor Registration Form. Selecting a broader category may increase the notifications you receive (ex. select 200 instead of 203).

You must provide a company email address and/or fax number on your Vendor Application to receive Bid/RFP Notices. It is not mandatory to select a PC code in order to do business with the HCSO.

| PC Code | DESCRIPTION |
|------------|---|
| 100 | INFORMATION TECHNOLOGY & ELECTRONICS |
| 101 | Computers & Electronic Equipment |
| 102 | Security Systems |
| 103 | Telephone/Internet |
| 104 | Computer Software |
| 105 | Robotics |
| 200 | OFFICE ADMINISTRATION |
| 201 | Office Equipment |
| 202 | Office Furniture |
| 203 | Office Supplies |
| 204 | Event Planning |
| 205 | Accounting Services |
| 206 | Legal Services |
| 207 | Risk Management |
| 208 | Temporary Staffing |
| 209 | Print Services and Supplies |
| 210 | Photo Equipment & Supplies |
| 211 | Travel |

| PC Code | DESCRIPTION |
|-------------|---|
| 300 | JAIL, DETENTION, PROBATION AND COURT SERVICES |
| 301 | Inmate Supply |
| 302 | Jail Supply & Equip |
| 303 | Jail Operations |
| 304 | Court Security |
| 305 | Probation Services |
| 400 | UNIFORMS AND WORK APPAREL |
| 401 | Law Enforcement |
| 402 | Civilian |
| 403 | Accessories |
| 500 | LAW ENFORCEMENT EQUIPMENT AND SUPPLY |
| 501 | Officer Equipment |
| 502 | Investigative, Forensic, Crime Scene & Evidence Supplies |
| 503 | Motors |
| 504 | Bike Patrol |
| 505 | Bomb Squad |
| 506 | Aviation |
| 507 | Marine |
| 508 | Dive Team |
| 509 | K-9 |
| 510 | Training |
| 511 | Child Safety |
| 600 | MEDICAL, MENTAL HEALTH AND SOCIAL SERVICES |
| 601 | Social Services |
| 602 | Medical Svc & Supply |
| 700 | RADIO COMMUNICATION |
| 701 | Public Safety Radio |
| 702 | Tower & Antenna Systems |
| 800 | AUTOMOTIVE |
| 801 | Vehicle Sales |
| 802 | Auto Repair & Maintenance |
| 900 | FUEL AND FUEL RELATED EQUIPMENT |
| 901 | Fuel Equipment – Storage & Dispensing |
| 902 | Fuel Types |
| 1000 | FACILITIES MAINTENANCE, CONSTRUCTION AND RENOVATION, MRO |
| 1001 | Engineering |
| 1002 | General Contractors |
| 1003 | Builders Supply |
| 1004 | Trade Contractors & Service Providers |
| 1005 | Materials, Supply & Equipment |
| 1006 | Janitorial Supply & Service |
| 1007 | Elevator Inspection and Repair |
| 1008 | Power Plant/Boilers & Chillers/Industrial Generators |
| 1009 | Warehouse Equipment Supply & Safety |
| 1010 | Utilities |
| 1011 | Waste Services & Recycling |

| Procurement Category (PC) | | | |
|---------------------------|--------------------------------------|--|--|
| 100 | INFORMATION TECHNOLOGY & ELECTRONICS | | |
| | 101 | Computers & Electronic Equipment | |
| | | 101-1 | Computer Hardware – PC's Laptops, Servers, Peripherals |
| | | 101-2 | Computer/Server Equipment Installation, Cabling & Connecting |
| | | 101-3 | Audio Visual – Closed Circuit Cameras, Digital A/V Recording |
| | | 101-4 | Breath Alcohol Analyzers |
| | | 101-5 | Covert Surveillance Equipment |
| | | 101-6 | GPS – Navigational |
| | | 101-7 | Radar Detectors |
| | | 101-8 | Digital Signage |
| | | 101-9 | Electronic Equipment Testing, Calibration, Inspection |
| | | x | Light Bars, Sirens – See Law Enforcement Equipment |
| | | x | Virtual Programs – See Training |
| | 102 | Security Systems | |
| | | 102-1 | Security Access and Keyless Entry Systems |
| | | 102-2 | Fire Alarm Systems |
| | | 102-3 | Security System Monitoring |
| | 103 | Telephone/Internet/Broadcast Equipment and Service | |
| | | 103-1 | Telephone Equipment |
| | | 103-2 | Telephone - Landline Service |
| | | 103-3 | Cellular Phone and Wireless Services |
| | | 103-4 | Cell phone Data Tracking, Surveillance and Downloading |
| | 104 | Computer Software | |
| | | 104-1 | Application Software |
| | | 104-2 | System Software |
| | | 104-3 | Development Software |
| | 105 | Robotics | |
| | | 105 | All Forms |
| 200 | OFFICE ADMINISTRATION | | |
| | 201 | Office Equipment | |
| | | 201-1 | Multi-Function Copiers |
| | | 201-2 | Laser Printers |
| | | 201-3 | Mail Room Equipment |
| | | 201-4 | Microfilm Equipment |
| | | 201-5 | Office Equipment Maintenance and Repair |

| | | |
|--|-------|---|
| | 202 | Office Furniture |
| | 202 | All Types |
| | 203 | Office Supplies & Copy Paper |
| | 203-1 | General Office Supply – Includes small equipment items such as calculators, tape recorders, staplers, label makers etc. |
| | 203-2 | Copy Paper |
| | 203-3 | Engraving - Name Tags, Desk Name Plates, Trophies, Placques, Awards |
| | 203-4 | Batteries |
| | 203-5 | Drinking Water, Dispensers, Bottled |
| | 203-6 | Delivery Services |
| | 203-7 | Document/Records Storage Service |
| | 203-8 | Document Shredding Service |
| | 204 | Event Planning & Community Outreach |
| | 204-1 | Event Rentals |
| | 204-2 | Catering |
| | 204-3 | Promotional Items |
| | 204-4 | Graphics and Signage |
| | x | Trophies, Placques, Awards (See Office Supplies/Engraving) |
| | 205 | Accounting & Banking Services |
| | 205-1 | Audit Services |
| | 205-2 | Banking Services |
| | 205-3 | P-Card Programs & Services |
| | 206 | Legal Services |
| | 206-1 | Attorneys |
| | 206-2 | Court Reporting, Transcription |
| | 206-3 | Surveillance & Background Checks |
| | 206-4 | Polygraphers |
| | 206-5 | Interpreters |
| | 207 | Risk Management |
| | 207-1 | Health Insurance Administration |
| | 207-2 | Liability Insurance |
| | 207-3 | Actuarial Services |
| | 208 | Temporary Personnel & Staffing |
| | 208 | All Types |
| | 209 | Print Services and Supplies |
| | 209-1 | Specialty Papers, Binding accessories etc. |
| | 209-2 | Forms |
| | 209-3 | Decals – Materials and supplies for printing vehicle decals. |

| | | |
|-----|---|---|
| | 210 | Photo Shop |
| | 210-1 | Photography Equipment - Digital Cameras & Accessories |
| | 210-2 | Photo Printing supplies |
| | 210-3 | Film Processing Supplies |
| | 210-4 | Film Processing Equipment and Equipment Maintenance |
| | 211 | Travel |
| | 211-1 | Lodging |
| | 211-2 | Air Fare |
| | 211-3 | Car Rental |
| 300 | JAIL, DETENTION, PROBATION AND COURT SERVICES | |
| | 301 | Inmate Supply |
| | 301-1 | Inmate Uniforms, Undergarments, Footwear, Disposables |
| | 301-2 | Personal Hygiene - Toothbrush, toothpaste, body soap, combs, razors, lice control, sanitary napkins |
| | 301-3 | Linens - Towels, washcloths, sheets, pillow cases, blankets |
| | 301-4 | Mattresses, mattress covers, pillows |
| | 301-5 | Canteen Items (Currently provided by Canteen Program Contractor) |
| | 302 | Jail Supply & Equipment |
| | 302-1 | Prisoner Identification Equipment & Supplies |
| | 302-2 | Breath Alcohol Test Equipment/Calibration |
| | 302-3 | Property Control - Property boards, shrink wrap, bags |
| | 302-4 | Behavior Control Equipment - Spit hoods, restraint chairs |
| | 302-5 | Commercial Laundry Equipment and Repair |
| | 302-6 | Laundry - Bulk Chemical |
| | 303-6 | Locks, lock sets, key blanks (See Electronics for keyless entry) |
| | x | Clinic Equipment (See Medical Services) |
| | x | Bulk Janitorial Chemical other than Laundry (See Facilities Maint-Janitorial) |
| | 303 | Jail Operation Services |
| | 303-1 | Inmate Phone Service |
| | 303-2 | Inmate Medical Services |
| | 303-3 | Education & Vocational Training |
| | 303-4 | Food Services |
| | 303-5 | Commercial Kitchen & Cafeteria Equipment & Repair |
| | 303-6 | Canteen Program Operations – Management of a Canteen Program |
| | x | (Mental Health, Addiction Treatment and Social Services See (Social Services) |
| | 304 | Courthouse and Jail Security and Equipment |
| | 304-1 | Equipment – Xray Scanner, Magnetometers |
| | 304-2 | Personnel - Security Guards |

| | | | |
|-----|------------------------------------|--|---|
| | 305 | Court and Probation Services | |
| | | 305-1 | Inmate Extradition and Transportation |
| | | 305-2 | GPS (Ankle bracelet) Monitoring |
| | | 305-3 | Probation Program Management |
| 400 | UNIFORMS | | |
| | 401 | Law Enforcement & Civilian | |
| | | 401-1 | Law Enforcement -Dress Uniforms |
| | | 401-2 | Tactical Wear/BDU's |
| | 402 | Civilian Work Apparel | |
| | | 402-1 | Civilian Work Apprarel – Polos, T-shirts, Oxford Shirts, Cargo & Work Pants, |
| | 403 | Accessories, Specialties & Customization | |
| | | 401-4 | Uniform Accessories -Ties, Ascots, Hats, Caps, Gloves, Safety Vests |
| | | 401-5 | Outerwear, Rainwear |
| | | 401-6 | Custom Motor Breeches |
| | | 401-7 | Bike shorts/pants |
| | | 401-8 | Badges, Pins/Cabs, Insignia |
| | | 401-9 | Emblems, Embroidery |
| | | 401-10 | Alterations |
| 500 | LAW ENFORCEMENT EQUIPMENT & SUPPLY | | |
| | 501 | Officer Equipment | |
| | | 501-1 | Duty Gear - Leather Basketweave & Hi-Gloss, Nylon Web |
| | | 501-2 | Body Armor, Ballistic Vests, Riot Gear |
| | | 501-3 | Personal Protective Equipment (PPE) – Hazmat Suits, Respirators |
| | | 501-4 | Patrol Gear – Flashlights, Batons, OC Spray, PFD's, Throw Ropes, Handcuffs, Leg Irons |
| | | 501-5 | Traffic Control – Flares, Fuses, Stop Sticks, Barricades, Cones |
| | | 501-6 | Guns & Accessories |
| | | 501-7 | Ammunition/Simunition, Explosives, Grenades |
| | | 501-8 | Tasers/Less Lethal |
| | | 501-9 | AED's, CPR Resuscitators and First Aid Supplies |
| | | 501-10 | Scopes, Binoculars, Night Vision Instruments |
| | | 501-11 | Communication Helmets |
| | | 501-12 | MRE's |
| | | 501-13 | Light Bars, Sirens |
| | | x | Duty Gear (See Uniforms) |
| | | x | Radar detectors, Digital Cameras – (See Electronics) |

| | | | |
|--|-----|--|---|
| | 502 | Investigative, Forensic, Crime Scene & Evidence Supplies | |
| | | 502-1 | Fingerprinting Supplies |
| | | 502-2 | Drug Test Kits, Specimen Collection kits |
| | | 502-3 | Gloves – Latex, Nitrile, Vinyl |
| | | 502-4 | Barrier Tape, Cones, Markers |
| | | 502-5 | Crime Scene Scanners/Recorders |
| | | 502-6 | Evidence Supplies – Storage bags, boxes, containers, labels |
| | | 502-7 | Evidence Handling and Storage Equipment - Coolers, freezers, dry storage, dehydrators |
| | | 502-8 | Forensic Analysis Equipment |
| | | 502-9 | Forensic Supplies |
| | | 502-10 | DNA Testing & Reporting |
| | | 502-11 | Crime Scene & Bio-Hazard Remediation |
| | | x | Digital Cameras/SD Cards (See Electronics) |
| | 503 | Motors (Motorcycle) | |
| | | 503-1 | Motorcycle Helmets and Accessories |
| | | 503-2 | Motorcycle Boots |
| | | x | (See Automotive for motorcycle sales and repair) |
| | | x | Custom Motor Breeches (See Uniforms) |
| | 504 | Bike Patrol | |
| | | | Bicycle & Biking Accessories including helmets |
| | | x | (Bike clothing – See Uniforms) |
| | 505 | Bomb Squad | |
| | | 505-1 | Bomb Detection & Neutralization Equipment |
| | | 505-2 | Bomb Suits |
| | | 505-3 | Training Supplies |
| | 506 | Aviation | |
| | | 506-1 | Avionics Equipment |
| | | 506-2 | Avionics Repair & Maintenance |
| | | 506-3 | Cleanroom (Maintenance Bay) Supplies (Dust free, static free) |
| | | 506-4 | Helicopter Maintenance & Repair |
| | | 506-5 | Airplane Maintenance & Repair |
| | | 506-6 | Flight Suits & Communication Helmets |
| | | 506-7 | Hangar & Aircraft Storage Related Equipment |
| | | 506-8 | FAA Flight Testing & Certification |
| | | x | Aviation Fuel (See Fuel Types) |

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| | 507 | Marine Unit | |
| | | 507-1 | Marine Craft - Sales |
| | | 507-2 | Marine Craft Hull – Repair & Maintenance |
| | | 507-3 | Marine Engine Outboard – Sales Repair, Maintenance |
| | | 507-4 | Marine Craft Accessories |
| | | 507-5 | Boat and Dock Equipment & Supplies |
| | | 507-6 | Docks & Pilings – Construction, repair, maintenance |
| | | x | Marine Fuel (See Fuel Types) |
| | 508 | Dive Team | |
| | | 508-1 | Gear and Equipment – Dive Suits, SCUBA gear |
| | | 508-2 | Underwater Ops Equipment |
| | 509 | K-9 | |
| | | 509-1 | Police Dogs |
| | | 509-2 | K-9 Gear and Training Equipment |
| | | 509-3 | Vehicle Kennels |
| | | 509-4 | Dog Food |
| | | 509-5 | Veterinary Care |
| | 510 | Law Enforcement Training | |
| | | 510-1 | Law Enforcement Training – Instructors – Classroom |
| | | 510-2 | On-Line Training – All |
| | | 510-3 | Simulators, Virtual Training or Experience |
| | | 510-4 | Fitness Equipment and Equipment Maintenance |
| | | 510-5 | Firearms Training Equipment - Range Equipment...Targets |
| | 511 | Child Safety Equipment (Child Protection Investigation) | |
| | | 511-1 | Car Seats |
| | | 511-2 | Playpens |
| | | 511-3 | Bunk Beds |
| | | 511-4 | Air Mattresses |
| 600 | MEDICAL, MENTAL HEALTH & SOCIAL SERVICES | | |
| | 601 | Social and Mental Health Services | |
| | | 601-1 | Psychological/Psychiatric Testing and Evaluation |
| | | 601-2 | Mental Health Counseling |
| | | 601-3 | Addiction Rehabilitation Programs |
| | | 601-4 | Residential Facilities – Halfway Houses |
| | | 601-5 | Social Services – Families and Children at Risk |
| | | x | (Background Checks, Polygraphs, Language Interpreters...see Legal) |

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| | 602 | Medical Services, Supplies, Equipment and Pharmaceuticals | |
| | | 602-1 | Physician Services |
| | | 602-2 | Lab Services |
| | | 602-3 | Pharmaceuticals |
| | | 602-4 | Medical Supplies & Clinic Equipment |
| | | 602-5 | Medical Diagnostic Equipment – Sales, Repair, Certification, Calibration etc. |
| 700 | RADIO COMMUNICATION | | |
| | 701 | Public Safety Radio Systems | |
| | | 701-1 | Public Safety Radio Systems 700/800 MHz (P25) Equipment & Supplies |
| | | 701-2 | Two-Way Radio (P25) Equipment, Service, Repair and Calibration |
| | | 701-3 | Radio Testing Equipment Calibration |
| | 702 | Tower and Antenna Systems | |
| | | 702-1 | Towers and Antenna Site Management – Climbing, Rigging, Inspection, Repair, Certification. |
| 800 | AUTOMOTIVE | | |
| | 801 | Vehicle Purchases | |
| | | 801-1 | Dealers – Car, Vans & Trucks (Vehicle Purchases are made in accordance with Florida Sheriff's Association (FSA) contract only. Dealers interested in doing repair work should select Automotive Repair. |
| | | 801-2 | Specialty Vehicles – Customized - Mobile Command Center, Transport Buses, Bomb Truck |
| | | 801-3 | Motorcycle – Sales |
| | | 801-4 | Off Road - ATV, Utility, Golf Carts |
| | | 801-5 | Trailers – Sales and Repair |
| | | 801-6 | Used Vehicles |
| | | 801-7 | Vehicle & Equipment Auction Services – Sale of Vehicles |
| | 802 | Automotive Repair | |
| | | 802-1 | Automotive – Engine Repair Parts |
| | | 802-2 | Tires |
| | | 802-3 | Batteries |
| | | 802-4 | Fluids & Lubricants - Bulk Oil & Transmission Fluid, Grease |
| | | 802-5 | Repair - Engine |
| | | 802-6 | Repair - Transmission |
| | | 802-7 | Repair – Paint & Body |
| | | 802-8 | Motorcycles - Repair, Service & Parts |
| | | 802-9 | Towing (Tow companies must be licensed by the County and apply to contract with the HCSO for a spot on a Rotational Call List limited by area. |
| | | 802-10 | Shop Supplies |

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| | | 802-11 | Window Tint |
| | | 802-12 | Alarm Systems – Theft, K-9 Safety |
| 900 | FUEL AND FUEL RELATED EQUIPMENT | | |
| | 901 | Fuel Related Equipment – Storage, Dispensing | |
| | | 901-1 | Tanks – Above and below ground. Install, Inspect, Repair |
| | | 901-2 | Fuel pumps – Equipment, Service and Repair |
| | | 901-3 | Fuel Managment Systems – Electronic Distribution, Control and Tank Monitoring Systems |
| | 902 | Fuel Types | |
| | | 902-1 | Gas – Tanker |
| | | 902-2 | Off Road Diesel – Tanker |
| | | 902-3 | Aviation – Tanker |
| | | 902-4 | Propane Gas |
| | | 902-5 | Natural Gas Transportation |
| 1000 | FACILITIES MAINTENANCE, REPAIR & OPERATION | | |
| | 1001 | Engineering | |
| | | 1001-1 | Architectural |
| | | 1001-2 | Civil |
| | | 1001-3 | Mechanical |
| | | 1001-4 | Electrical |
| | | 1001-5 | Surveyors |
| | | 1001-6 | Blueprint Reproduction |
| | 1002 | General Contractors | |
| | | 1002 | General Contractor – Licensed in the State of Florida |
| | 1003 | Builders Supply | |
| | | 1003 | Commercial Builders Supply |
| | 1004 | Trade Contractors and Service Providers– Replace & Repair | |
| | | 1004-1 | Roofing |
| | | 1004-2 | Heating, Ventilation, Air Conditioning (HVAC) |
| | | 1004-3 | Electrical (not electronic) |
| | | 1004-4 | Plumbing |
| | | 1004-5 | Carpentry |
| | | 1004-6 | Masonry |
| | | 1004-7 | Painting |
| | | 1004-8 | Flooring Installation – Carpet, Ceramic tile, VCT, vinyl |
| | | 1004-9 | Industrial Flooring & Installation – Composites & Epoxys such as |
| | | 1004-10 | Asphalt, Concrete & Paving |
| | | 1004-11 | Parking Lot Striping |

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| | 1004-12 | Earth Moving, Dirt Hauling, Grading |
| | 1004-13 | Pre-Fabricated Structures, Modular Units |
| | 1004-14 | Grounds Maintenance & Landscape Services |
| | 1004-15 | Tree Trimming & Removal |
| | 1004-16 | Pressure Washing |
| | 1004-17 | Pest Control Services |
| | 1004-18 | Water Treatment Service and Supply |
| | 1004-19 | Signs – Fabrication and Installation, Interior/Exterior, Metal, Acrylic |
| | 1004-20 | Metal Works and Fabrication |
| | 1004-21 | Roll Up Overhead Doors, Replace and Repair |
| | 1004-22 | Doors and Windows – New, Repair, Replace, Hardware etc. |
| | 1004-23 | Glass Cutting |
| | 1005 | Materials, Supply and Equipment |
| | 1005-1 | Complete MRO Supply |
| | 1005-2 | HVAC – Supply |
| | 1005-3 | Electrical Supply |
| | 1005-4 | Plumbing, Pipe and Pump Supply |
| | 1005-5 | Paint/Coatings and Paint Supplies |
| | 1005-6 | Room Divider Panels |
| | 1005-7 | Window Treatments, Blinds |
| | 1005-8 | Floor Coverings – Tile, Carpet, Laminate, VCT |
| | 1005-9 | Lumber |
| | 1005-10 | Concrete – Pumping |
| | 1005-11 | Masonry materials and supplies, Mortar, cement, concrete mix |
| | 1005-12 | Asphalt |
| | 1005-13 | Grounds Maintenance Equipment (Mowers, Tractors) Parts & Repair |
| | 1005-14 | Landscape Supply – Plants, mulch, stone, gravel |
| | 1005-15 | Rental Equipment – Lifts, cranes, backhoes etc. |
| | 1005-16 | Rental – Temporary Storage, Job Site Offices |
| | 1005-17 | Rental - Sanitary Facilities |
| | 1005-18 | Fencing |
| | 1005-19 | Flags, Flagpoles, Flag holders |
| | 1005-20 | Lighting – Fixtures and Supply |
| | 1005-21 | Hardware – Nuts, bolts, nails, brackets, hooks etc. |
| | 1005-22 | Welding Equipment and Supply (including gases) |
| | 1005-23 | Hand and Power Tools |
| | 1005-24 | Safety Equipment – Crew, Job Site and Personal |

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| | | 1005-25 | Indoor/Outdoor Building Accessories & Equipment - Outdoor furniture, door mats, trash cans, ash trays |
| | | 1005-26 | Fire Protection Equipment and Supplies |
| | | 1005-27 | Lockers, Storage Cabinets |
| | 1006 | Janitorial Supply and Service | |
| | | 1006-1 | Janitorial Chemical – Industrial Bulk |
| | | 1006-2 | Janitorial Supply & Equipment |
| | | 1006-3 | Industrial Janitorial Equipment – Vacuums, Floor Buffers |
| | | 1006-4 | Commercial Paper Goods – Toilet paper, paper towels, |
| | | 1006-5 | Janitorial Services – Office Cleaning, Window Cleaning, Carpet Cleaning |
| | 1007 | Elevators | |
| | | 1007 | Inspection, Maintenance & Repair |
| | 1008 | Power Plant/Boilers & Chillers/ Industrial Generators | |
| | | 1008-1 | Power Generators |
| | | 1008-2 | Generator Installation, Maintenance and Repair |
| | | 1008-3 | Boiler Equipment |
| | | 1008-4 | Boiler Installation, Maintenance & Repair |
| | 1009 | Warehouse Equipment, Supply & Safety | |
| | | 1009-1 | Fork Lifts & Pallet Jacks – Sales and Repair |
| | | 1009-2 | Racks, Bins, Storage Systems, Cabinets, Carts |
| | | 1009-3 | Supplies - Shrink wrap, labels, tags |
| | | 1009-4 | Bar Coding Equipment and Supplies |
| | | 1009-5 | Safety Equipment - back braces, eye wash stations |
| | | 1009-6 | Liquidation Services – Auction, Sale, destruction. Disposition of obsolete or surplus items. |
| | 1010 | Utilities | |
| | | 1010-1 | Electric |
| | | 1010-2 | Cable/Internet Service |
| | | 1010-3 | Gas – Natural |
| | | 1010-4 | Natural Gas Transportation |
| | 1011 | Waste Services and Recycling | |
| | | 1011-1 | Dumpsters, Compactors – Roll Offs – Construction |
| | | 1011-2 | Recycling – Used Lamps, Electronics |
| | | 1011-3 | Sharps & Biohazardous Waste Containment & Disposal |
| | | 1011-4 | Hazardous Waste – Cleanup, Transportation & Disposal (e.g.Meth Lab) |
| | | 1011-5 | Scrap Metal Sales |