

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



Request for Proposal No: 15-15  
Courthouse Security

April 21, 2015

Office of the Comptroller  
2008 E. 8<sup>th</sup> Avenue  
Tampa, Florida 33605



Janice Wilder, Sr. Procurement Analyst  
Phone: 813-247-8029 Fax: 813-242-1826  
Email: [purchasing@heso.tampa.fl.us](mailto:purchasing@heso.tampa.fl.us)

### INSTRUCTIONS TO PROPOSERS

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

When awarded, this Proposal Package will become part of the "**Contract Document**". The Proposer's signature of Affirmation and Declaration constitutes the Proposer's agreement to the terms therein. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

### NOTICE TO PROPOSERS

**WHEN SUBMITTING A SEALED PROPOSAL, ALL PACKAGES OR ENVELOPES SHOULD BE CLEARLY MARKED AS A BID PACKAGE ON THE OUTSIDE OF THE ENVELOPE. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND TIME AND DATE DUE.**

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	PROPOSED SCHEDULE OF EVENTS	DATE
1	RFP ADVERTISED AND POSTED TO HCSO WEBSITE	June 15, 2015
3	PRE-PROPOSAL CONFERENCE	June 24, 2015
4	DEADLINE TO SUBMIT PROPOSAL	July 10, 2015
5	FIRST ROUND EVALUATIONS – Possible Short List	July 31, 2015
6	SECOND ROUND EVALUATIONS – If necessary	August 17, 2015
7	AWARD NOTIFICATION TARGET DATE	September 1, 2015
8	POST AWARD NEGOTIATION DEADLINE	September 30, 2015
9	COMMENCEMENT TARGET DATE (12:01 AM)	November 1, 2015

**LETTER OF INTENT**

The undersigned hereby acknowledges the Terms and Conditions, Provisions and Specifications and intends to respond to the Hillsborough County Sheriff's Office Request for Proposal 15-15 Courthouse Security. We understand that any amendments, clarifications and addenda to the Request for Proposal will be promptly communicated to the individual authorized below to receive this information.

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NAME TITLE

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COMPANY NAME EMAIL ADDRESS

---

MAILING ADDRESS

---

TELEPHONE NUMBER FAX NUMBER

---

SIGNATURE

THE FOLLOWING REPRESENTATIVE(S) \*\* WILL BE ATTENDING THE MANDATORY PRE-PROPOSAL CONFERENCE. Please limit to three persons per company.

\*\* \_\_\_\_\_

\*\* \_\_\_\_\_

\*\* \_\_\_\_\_

THIS FORM SHOULD BE SENT IMMEDIATELY TO Janice Wilder, Buyer  
AT [Purchasing@hcsotampa.fl.us](mailto:Purchasing@hcsotampa.fl.us) or FAXED TO 813-242-1826

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

COMPANY NAME: \_\_\_\_\_

SUBJECT: Request for Proposal Number 15-15

PROPOSAL TITLE: Courthouse Security

**PROPOSAL OPENING DATE & TIME: July 10, 2015 3:00 P.M. EDT**

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

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

**PRE-PROPOSAL CONFERENCE – MANDATORY: June 24, 2015 10:00 AM EDT**

<p>PLACE: Edgecomb County Courthouse 800 E. Twiggs Street Sixth Floor Tampa, Florida 33601</p>	<p>Falkenburg Road Jail 520 North Falkenburg Road Visitation Center Lobby Tampa, Florida 33619</p>
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**PART A - GENERAL TERMS AND CONDITIONS:**

1. Proposal Responses: Proposals must be contained in a SEALED envelope or package 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 proposal number) on the outside of the envelope.

If our specifications, when included in our Request for Proposal, are not returned with your proposal, and no specific reference is made to them in your proposal, 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 contain information that can be construed or is intended to be a deviation from our specifications, such deviations must be specifically referenced in your proposal response .

The responsibility for getting the proposal 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 Sheriff 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 vendor unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".

2. On-Line Documents: The HCSO is publishing documents on its web page [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is 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.

All questions regarding this Proposal shall be submitted in writing to the Buyer, Janice Wilder at Email [purchasing@hcso.tampa.fl.us](mailto:purchasing@hcso.tampa.fl.us) . Submitted questions will be answered and posted publically on the HCSO web page <http://www.hcso.tampa.fl.us> under the Purchasing tab and the appropriate year and Proposal number.

3. Time for Consideration: Proposer warrants by virtue of Proposal, the prices quoted in his Proposal will be good for an evaluation period of sixty (60) calendar days from the date of Proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their proposals after the proposal opening time and date.
4. Prices: All proposal responses submitted must show the net Proposal price after any and all discounts allowable have been deducted. Price(s) offered are to be F.O.B. Destination. State sales tax and federal excise taxes shall not be included as the HCSO is tax-exempt for materials sold directly to them. The HCSO will issue a tax exemption certificate to the awarded vendor when requested.
- The Proposer's attention is directed to the fact that the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this Proposal matter and that all applicable taxes and fees shall be deemed to have been included in the their Proposal as part of materials cost, when applicable.
5. 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 accrued to the vendor in preparing the submitted Proposal.
6. Proposal Obligation and Disposition: The contents of the Proposal and any clarifications thereto submitted by the Proposer shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All Proposals become the property of the HCSO and will not be returned to the Proposer.
7. No Proposal: If the receipt of this RFP is not acknowledged, the Proposer's name may be removed from the Bidders List.
8. Compliance with Occupational Safety and Health Act (O.S.H.A.): The Proposer certifies that all material, equipment, etc., contained in his/her proposal meets all OSHA requirements.
9. Laws, Statutes and Ordinances: The terms and conditions of the RFP and the resulting Contract or activities based upon the RFP shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this RFP and to the resulting Contract. The Contractor shall, at all times observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations in any way affecting the Contract.
10. Familiarity with Law: The Proposer is required to be familiar with all Federal, State and local laws, ordinances, rules, codes and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve him from responsibility.
11. Public Entity Crimes: Pursuant to §§287.132/133 of the Fla. Stat., effective July 1, 1989, the Hillsborough County Sheriff, as a public entity, may not accept any Proposal from, award any Contract to, or transact any business in excess of the threshold amount provided in Section §287.017 Fla. Stat. 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 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 request, you are certifying that Florida Statute §287.132 and §287.133 does not restrict your submission.

12. Public Record: Any material submitted in response to this Request for Proposal will become a public document pursuant to §119.07 Florida Statutes. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Florida Statutes. Public Records. The awarded Vendor or Contractor 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 proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Florida Statutes and Hillsborough County procurement regulations.

13. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, 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.
14. Disputes: 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 seventy-two (72) hours (excluding official holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail or hand deliver for which a receipt must be provided.

The Buyer will have five (5) business days upon receipt of the dispute notice to review the issues with the stakeholders and evaluation committee, if necessary, and consider the dispute as written. The Proposer may be requested to provide further clarification of the issues. Upon completion of this review process the Buyer will make a recommendation to the Comptroller.

The Comptroller may concur with the recommendation or arrive at a separate decision. The decision of the Comptroller will be communicated to the Proposer in writing. This decision and the basis upon which it was made will be communicated within five (5) business days following the receipt of the recommendation from the Buyer. A single appeal of the Comptroller's decision is available by submitting a notice in writing within seventy-two (72) hours (excluding official holidays, Saturdays and Sundays) of receiving the Comptroller's decision requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

15. Specifications are attached.

DAVID GEE, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

*“Signature On File”*

By \_\_\_\_\_  
Christina R. Porter, CPA  
Comptroller

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

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name/Title**

**SIGNATURE** \_\_\_\_\_



PART B - SPECIAL PROVISIONS1. IN GENERAL

The Hillsborough County Sheriff's Office (HCSO) is seeking to contract with a vendor capable of providing large scale security services for multiple public buildings. Security personnel will be licensed by the State of Florida, Department of Agriculture and Consumer Services, Division of Licensing, which regulates the private security industry in accordance with Chapter 493, Florida Statutes. All personnel shall be employed directly by the Contractor and shall be approved by the HCSO before training commences.

2. SCOPE OF WORK

The Contractor will provide armed and unarmed Security Officers at the Hillsborough County Court Complex and County Center in downtown Tampa and the County Courthouse in Plant City. Services at these locations will include monitoring public access through metal detectors known as magnetometers, X-Ray screening of all personal effects, patrolling parking garages, performing scheduled security checks, working inside courtrooms and adjacent waiting areas on a limited basis, and other duties related to the protection and security of property and persons. Security at the courthouse and downtown Tampa facilities is under command of the Department of Detention Services, Court Operations Division at these locations:

- |  |   |
|--|---|
| a. Hillsborough County Center Building | 601 E. Kennedy Boulevard, Tampa, Florida 33601    |
| b. Edgecomb County Courthouse          | 800 E. Twiggs Street, Tampa, Florida 33601        |
| c. Clerk/Public Defender's Offices     | 700 E. Twiggs Street, Tampa, Florida 33601        |
| d. Clerk/State Attorney's Offices      | 419 Pierce Street, Tampa, Florida 33601           |
| e. Hillsborough Co. Courthouse Annex   | 401 N. Jefferson Street, Tampa, Florida 33601     |
| f. County Parking Garages              | (2) on Twiggs Street and (1) on Kennedy Boulevard |
| g. Joe Chillura Courthouse Square Park | Corner of Kennedy Boulevard and Morgan Street     |
| h. Plant City Courthouse               | 301 N. Michigan Avenue, Plant City, Florida 33563 |

Additionally, security services will be provided at the Falkenburg Road Jail, Video Visitation Center. Post duties at this facility include screening of persons entering the facility and monitoring activities within the facility during visitation. The Video Visitation Center is under command of the Department of Detention Services Jail Division II and is located at:

- |                               |  |
|-------------------------------|--|
| i. Falkenburg Road Jail (FRJ) | 520 N. Falkenburg Road, Tampa, Florida 33619 |
|-------------------------------|--|

See Technical Specifications (Part C) for additional detailed specifications.

2. MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT

All Proposers must attend the Pre-Proposal Conference at the time, date and places indicated on page five (5). The purpose of the Pre-Proposal Conference and site visits will be to offer all interested parties an opportunity to discuss the proposal requirements, specifications, conditions and processes as well as to view the facilities and equipment in use. The conference will begin at the Edgecomb County Courthouse, 800 E. Twiggs Street, Sixth Floor, Tampa, Florida 33601. Attendees should gather in the waiting area until escorted to the assigned conference room. Upon completion of the courthouse tour, the meeting will break and resume at a specified time at the Falkenburg Road Jail, 520 North Falkenburg Road, Tampa, Florida 33619 in the lobby of the Visitation Center (the stand alone building south of the jail). It is our intention to minimize the time spent while affording a comprehensive tour and adequate time to ask and respond to questions. We estimate two to three hours including travel time between locations.

Submitted Proposals will be returned to any Vendor who did not attend the Mandatory Pre-Proposal Conference and site visit.

3. PROPOSER QUALIFICATIONS

Proposals shall be considered only from those who can clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the RFP. Proposers must be able to demonstrate adequate organization, financial backing, equipment and personnel to ensure continuous provision of quality service to the HCSO. In the determination of the evidence of responsibility and ability to perform the contract by the Proposer, the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the Proposer. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a proposal when evidence indicates the inability to perform the work specified within the RFP.

4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this RFP are to be directed, in writing to the Buyer: Janice Wilder, Senior Procurement Analyst, at [Purchasing@hcsotampa.fl.us](mailto:Purchasing@hcsotampa.fl.us) or by fax at 813-242-1826. In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at [www.hcsotampa.fl.us](http://www.hcsotampa.fl.us). This will include Questions and Answers (Q & A), amendments etc. Posting documents to the HCSO website is considered the official method of notification. Regardless of whether the Buyer forwards amendments or other documents by email, it is the Proposer's responsibility to verify they are aware of all website postings regarding the RFP.

5. LETTER OF INTENT

Interested parties planning on attending the Pre-Proposal Conference should notify the Buyer by use of the Letter of Intent form included herein. As a convenience, the person(s) indicated on the Letter of Intent with a valid and legible email address will be notified by email of RFP events such as amendments and Q & A. This notification is additional and not in place of the official website postings and communication described above.

6. PREPARATION AND SUBMITTAL OF PROPOSALS

All proposals shall be signed in ink by the authorized principle of the firm. A signature of Acknowledgement to Part A, General Terms and Conditions is required on page eight (8) and a signature of Affirmation and Declaration is required on page thirty-four (34). All amendments to the RFP require a signature acknowledgement by the Proposer and must be returned with the proposal response.

Proposal responses must be submitted in a sealed package. The face of the package shall indicate the RFP name, number and time and date of the public opening. (A label is provided within this document for either use or example). Proposals must be received by the HCSO Purchasing Section not later than the time and date shown on page five (5). Proposers mailing their proposal packages should allow for normal mail time to ensure receipt by the HCSO Purchasing Section prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals, received by the HCSO after the acceptance date will not be considered and will be returned unopened marked "Received after the deadline for Opening of proposals".

Proposers shall submit the required proposal documents and any additional literature in quadruplicate - **one (1) original and three (3) copies, each marked appropriately, and one (1) electronic copy** in Microsoft Windows® compatible format such as Portable Document Format (PDF) saved on a USB flash drive or CD. Any proprietary information should be marked as such on the original and copies and should be saved to a folder separate from the rest of the proposal in the electronic copy.

The HCSO reserves the right to postpone the date for receipt and opening of proposals or other deadlines and will make a reasonable effort to give at least five (5) calendar day notice of any such postponement to each prospective proposer.

7. **ACCEPTANCE AND REJECTION**

The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, in any proposal, and to accept the proposal or proposals which in the judgment of the Sheriff is in the best interest of the HCSO. The Sheriff reserves the right to select the proposal that will best meet the needs of the HCSO, and the selection will not necessarily be made solely on cost as the proposal process utilized is not a competitive bid process. Persons or entities submitting proposals which do not meet the mandatory requirements will be considered in non-compliance and will be disqualified

8. **EVALUATION OF PROPOSALS**

Initially all proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in the Proposal Response, (Part D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. The Proposal Response, (Part D) offers details of the criteria below.

- a. X-ray screening and magnetometer training and procedures. 20 points
- b. Ability to identify and detect firearms during security screening process. 10 points
- c. Personnel Qualifications, recruiting and hiring. 20 points
- d. Ability to attract and retain personnel 10 points
- e. Company Overview. 10 points
- f. Transition Plan 10 points
- g. Pricing - Hourly billing rates. 20 points

An evaluation committee consisting of a minimum of three (3) persons, including the project manager will be assigned. Each committee member will independently read and score all eligible proposals. Any clarifications requested by a committee member will be presented to the Proposer through the Buyer. When all evaluations are complete, the Buyer will tabulate the results providing a scoring matrix indicating the group's collective ranking of each Proposer. The Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the HCSO, request a Best and Final Offer from the top ranked firms.

10. BEST AND FINAL OFFER

The HCSO reserves the right to request a Best and Final Offer (BAFO) from any or all Proposers. A BAFO may be requested as an optional step in the selection process. Useful situations include but are not limited to the following: no single response addresses all the specifications; the cost submitted by all Proposers is too high; the scores of two or more Proposers are very close after the evaluation process; all Proposers' submitted responses are unclear or deficient in one or more areas.

The evaluation committee determines if the BAFO process will be conducted and who will receive the solicitation. All or any number of Proposers may be solicited, but only those Proposer(s) most likely to be awarded a contract are to be included. The evaluation committee will develop the aspects of the proposal to be addressed in the BAFO. They may ask for enhancements of core components of the RFP but will maintain the integrity of the original scope of work.

Best and Final solicitations will be made in writing. Proposers may be asked to provide additional clarification to specific sections of their response, or to rework their proposal content or pricing. Information will be given as to how the BAFO will be evaluated. The HCSO will not identify either the current rank of any proposers or the lowest costs proposed until after the evaluation of each BAFO submitted. If a Proposer does not wish to submit a BAFO offer they may submit a written response stating their response remains as originally submitted.

The Buyer will be responsible for all communication to and from Proposers regarding the BAFO solicitation. All responses must be returned to the Buyer. Proposers may also be requested to make an oral presentation to the evaluation committee. The written BAFO solicitation will include submission requirements and a deadline date and time by which the BAFO must be returned to the Buyer.

At the option of the HCSO this negotiation process with the highest ranked Proposers may continue until a satisfactory contract is successfully negotiated.

11. AWARD

The Buyer will submit the evaluation committee's final recommendation for award to the Division Commander who will review and further recommend through the Chain of Command to the Sheriff who will have the final decision as to the 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.

In the event two (2) or more Proposers have submitted the best proposal, 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 proposal" 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 Proposers. 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 Section at (813) 247-8034.

12. INFORMATION PRIVACY

It is understood and agreed upon by the Proposer in submitting a Proposal Package that the HCSO has the right to withhold all information regarding this procurement **until after contract award**, including but not

limited to: the number of proposals received; competitive technical information; competitive price information; and the HCSO evaluation concerns about competing Proposals. Information released after award is subject to the disclosure requirements of the Chapter 119, Fla. Stat. Proposers are enjoined from discussing or disclosing the content of any proposal with competing Proposers during the evaluation and negotiation process.

13. CONTRACT DOCUMENT

The contract between the HCSO and the Contractor shall consist of: (1) the RFP and any amendments thereto and (2) the Proposal Package submitted in response to the RFP. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's response. In all other matters not affected by the written clarification, if any, the RFP and all amendments thereto shall govern. The Proposer is cautioned that his proposal shall be subject to acceptance without further clarification.

To the extent that a provision of the contract is contrary to the Constitution or laws of Florida, or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties.

14. ADDITION / DELETION

The HCSO reserves the right to add or delete any items from this proposal or resulting contract(s) when deemed to be in the best interest of the HCSO. The HCSO also reserves the right to select options from one or more Proposers when in the best interest of HCSO. The intent of this solicitation is to award to a single provider.

15. CONTRACTUAL OBLIGATIONS

The Contractor may not sublet or subcontract any contractual obligations concerning this proposal matter except as provided for in the written contract between the HCSO and the Contractor. This statement does not prohibit subcontracting of the work but does prohibit subcontracting overall management obligations pertaining to the work and requires the Contractor to retain ultimate liability for all contractual obligations.

16. DEFAULT

The contract may be cancelled with cause by the HCSO Comptroller in whole or in part by written notice of default to the Contractor based on non-performance or violation of contract terms. When issuing a notice of default and intent to terminate, the HCSO may opt to allow the Contractor an opportunity to cure or correct the default conditions specified within a given time period. Assessment as to the success of the attempt to cure rests solely with the HCSO. A written final determination will be provided by the HCSO. It shall be at the discretion of the HCSO to order the Contractor to stop work immediately and leave the premises or to provide a final date of services when a notice of termination is executed.

Upon default of a Contractor, the HCSO may obtain services or products specified on the open market or opt to negotiate a new contract with the next best responsive and responsible Proposer. Contractors who default may be removed from the Bidders List for future contracts at the discretion of the Comptroller.

17. CANCELLATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this specification may be canceled without cause by providing thirty (30) calendar days written notice to the Contractor.

If it becomes necessary to terminate the contract without cause, all services 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.

18. NEXT BEST PROPOSER

In the event of a default by the Contractor, the HCSO reserves the right to award to the next best Proposer. In the event of this occurrence, the next best Proposer shall be required to provide the proposal items at the prices as contained on their proposal for this specification for the remainder of the award period.

19. CONTRACT TERM

The initial contract term shall be two years from commencement date. Upon mutual agreement, the contract may be renewed for three (3) consecutive one year renewal periods based upon mutual consent of both parties. Changes in the contractual provisions or services to be furnished under the contract may be made only in writing, and must be approved by the Comptroller and the agent of the Contractor. Should a decision be made to increase the scope of the contract, the Sheriff and the Contractor will mutually agree, in writing, to an adjusted contract price.

20. ESCALATION/DE-ESCALATION

Billing rates are to remain constant during the initial contract term. Escalation or De-escalation of the hourly billing rates will be considered only in terms of a change mandated by law affecting payroll taxes, licensing fees or minimum wage requirements. Written notice and documentation of such changes must be presented to and accepted by the HCSO a minimum of thirty days prior to the effective date of the change.

An annual cost of living review will be allowed at the contract renewal date. Documentation substantiating an increase in labor rates will be provided based on the Bureau of Labor Statistics Employment Cost Index for Occupation Code 33-9032 Security Guards based on the local area. The base labor cost will be from March 2015. The maximum allowable increase will be 2.5% of the base labor cost.

21. CERTIFICATES OF INSURANCE

The Contractor shall not commence any work in connection with this Contract until he has obtained all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Contractor allow any Sub-Contractor to commence work on his sub-contract until all similar insurance required of the Sub-Contractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida. The Contractor will provide a copy of Certificates of Insurance naming the "Hillsborough County Sheriff's Office - All Locations".

- a. Worker's Compensation and Employer's Liability Insurance  
The Contractor shall take out and maintain during the life of this contract, Worker's Compensation Insurance for all employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the Sub-Contractor similarly to

provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous work under this contract at the site is not protected under the Worker's Compensation statute, the Contractor shall provide, and cause each Sub-Contractor to provide adequate insurance, satisfactory to the Hillsborough County Sheriff's Office, for the protection of his employees not otherwise protected.

b. **Comprehensive Liability Insurance**

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance and shall protect him/her from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by himself or by anyone directly or indirectly employed by himself, and the amounts of such insurance shall be the minimum limits as follows:

- **Comprehensive General Liability:** \$500,000 bodily injury and property damage combined single limit.
- **Automobile:** \$500,000 bodily injury and property damage combined single limit.

22. **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The Contractor agrees to indemnify and hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from acts or omissions of the Contractor, its agents or sub-contractors. The Contractor agrees to hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from any injury or damage sustained by any person or property in consequence of any neglect in safeguarding contract work, by the Contractor, its agents or sub-contractors or from any claims or amounts arising or uncovered under any law, by-law, ordinance, regulation or decree.

23. **OTHER TERMS AND CONDITIONS**

- a. **Equal Employment Opportunity.** The Contractor shall comply with all provisions of Federal, State and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, handicap or national origin.
- b. **Warranty Against Contingent Fees.** The Contractor will agree to warrant that no person or selling agency has been employed or retained to solicit this contract upon an agreement of understanding for commission, percentage, brokerage or contingency, except bona fide employees or selling agents maintained by the Proposer for the purpose of securing business.
- c. **Licensing.** It is the responsibility of the Proposer to have and maintain the appropriate licenses and certificates valid for company to operate and for all employees to carry out the duties of the assignment.

24. 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 request 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 thirty (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.

25. INVOICING AND PAYMENTS

The Contractor will invoice the HCSO monthly in arrears. Daily time sheets (or other time keeping method implemented) will serve as verification of the hours billed. Payments will be made within thirty days unless disputed. No late fees may be imposed until after forty-five days of the invoice date.

A purchase order will be issued annually at the beginning of the HCSO fiscal year, October 1<sup>st</sup>, for an estimated amount to cover a given period. At a minimum, an invoice shall show the purchase order number, post location, level of service, number of hours billed and the hourly rate. Invoices must include detail of the hours worked by each individual and will be separated in to four billing locations (Tampa Court Complex, Plant City Courthouse, County Center and the Video Visitation Center).

It is a requirement of the HCSO that the Division Commander, or their designee, review and approve all invoices prior to the HCSO remitting payment.

Invoices should be addressed to:

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

Alternately, invoices may be emailed to [accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us) .

Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed forty-five (45) calendar days from date of receipt of a properly approved application/invoice.

26. EXCEPTIONS TO PROPOSAL REQUIREMENTS:

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



PART C – TECHNICAL SPECIFICATIONS (SERVICE PROGRAM DETAILS)1. GENERAL REQUIREMENTS

The Proposer will be expected to respond with a detailed description of their company's ability to provide the services specified. The specifications listed below are intended to provide the minimum requirements of the Hillsborough County Sheriff's Office (HCSO). The successful Proposer will describe the methods, resources, systems and processes utilized to create and maintain an outstanding plan for service. While the specifications listed herein represent HCSO preferences, they are not intended to be restrictive to potential vendors. They are intended to serve as guidelines to features required for satisfactory performance. The HCSO is interested in the business practices Proposers use to recruit, train, supervise, evaluate and retain quality personnel.

2. PROGRAM SPECIFICS BY LOCATION

The current Courthouse and County Center security program schedule supports fifty-one (51) officers for a total of 2,041.5 billable hours per week.

The priority focus of Courthouse security is the screening of all persons and all items entering the buildings in order to detect and prevent weapons or other prohibited items from being carried into the facilities. Walk-through metal detectors (magnetometers), hand held magnetometers and X-Ray machines are in use. Approximately 6,000 persons per day, Monday through Friday, are screened. This high volume of traffic requires extreme vigilance and focus. Other Duty Posts are included in the requirements but none equal the importance or volume involved with screening of persons and items entering these buildings. Night time and weekend duties focus more on internal and external security checks and parking garage safety issues.

The County Center Duty Post includes general security presence in the building and response as needed as well as providing security for the regularly scheduled Board of County Commission meetings.

The Video Visitation program currently requires one (1) Armed Security Officer on duty for an eight hour shift per day, seven days a week. The shift is from 12:30PM to 9:00PM including a half hour unpaid lunch. This post is responsible for the screening of persons entering the facility to verify they possess valid and proper identification credentials, are on the authorized visitor list and to detect contraband by use of walk-through and hand-held magnetometers. The Video Visitation facility consists of banks of cubicles with monitors and phones over which inmates and their authorized visitors may communicate. Not only is vigilance important, but high standards of personal conduct must be upheld in the face of families and friends who may attempt to influence an Officer on behalf of their family member.

As noted in Part B, Paragraph 2, each program is operated by a different Division within the HCSO – Court Operations Division and Jail Division II. Therefore, the request is for two separate contracts to be entered based on the same terms, conditions and provisions of this RFP. Each Division will be separately responsible for contract administration and performance metrics of service within their respective areas.

3. CONTRACTOR REQUIREMENTS

The Contractor will be a Class "B" licensed security agency whose managers also meet the State of Florida licensing requirements. The Contractor shall be solely responsible for the recruitment, hiring, training, supervising, discharging and compensation of all employees. Nothing in this solicitation or ensuing contract will intend to create or imply an employment relationship between the HCSO and any Security Officer or Supervisor.

4. CONTRACTOR MANAGEMENT PERSONNEL

The Contractor will assign one Contract Manager (or no more than one for each program if necessary) who has the authority to act on behalf of the Contractor and who will be the direct contact for the respective Division Commanders or their designees. This position is one that shall not be paid by the HCSO. Said Contract Manager shall maintain open communication with HCSO command staff, carry out disciplinary procedures, provide reports as required and hold regularly scheduled meetings with HCSO personnel to identify any current or potential issues, implement remedial plans and actively cooperate in all matters pertaining to this contract.

5. SECURITY OFFICER QUALIFICATIONS

Three classifications of Security Officers will be required: Unarmed, Armed and Supervisory. All Security Officers will hold either a Class "D" or Class "G" State of Florida license and will be direct employees of the licensed security agency which will become the Contractor as a result of this solicitation. Security Officers shall have met all the qualifications to become licensed by the State of Florida, i.e. be at least 21 years old, have a high school diploma or GED, have successfully completed forty (40) hours of State approved security officer training (and an additional 16 hours firearms training for Class G license holders), have never been convicted of a felony, adjudicated incompetent or been committed to a mental institution or have a history of drug or alcohol abuse. Officers will be physically fit (not assigned to "light duty"), of stable mental and emotional health, present a professional appearance and attitude, be able to calmly handle emergencies, remain alert, be cooperative, respectful of and able to communicate with the public in the English language.

Additionally, the HCSO will require that all Armed Security Officers assigned to a Court Security or Video Visitation\* post shall have *experience or education* through one or more of the following:

- ✓ Former Law Enforcement Officer
- ✓ Former Correctional Officer
- ✓ Former Federal Agency Officer
- ✓ Retired Military (20 or more years)
- ✓ Military Service with Specialized Training (Military Police, Elite Military Forces, USMC Combat Arms etc.)
- ✓ Criminal Justice Degree (Associate or higher) with demonstrated experience in the use of and carrying a firearm in a work-related environment.
- ✓ Police Academy Graduate

\*(The Video Visitation Division Commander requires Officers to have experience either in Law Enforcement or Military Police and will not accept an educational achievement as a substitute for such experience. Court Security is willing to accept either. Review and acceptance of all applicants still prevails.)

In addition to the state licensing requirements all Unarmed Security Officers assigned a Court Security post shall have experience or education through one or more of the following:

- ✓ Preferred Military Service
- ✓ Preferred College Experience
- ✓ Minimum of one year security experience
- ✓ Meaningful and verifiable work experience

All Security Officer applicants will be subject to a criminal background check and clearance by the HCSO. The Contractor will provide to the HCSO the following employee data or reports prior to beginning on the job training:

- ✓ Letter from Contractor identifying Security Officer and duty post to be filled
- ✓ Copy of Contractor's employment application to include Name, Address, Date of Birth
- ✓ Florida Driver's License Number
- ✓ Florida Class "D" or Class "G" License Number
- ✓ Previous Civilian, Military or Law Enforcement Experience
- ✓ Training Locations and Completion Dates – including Academy, College etc.
- ✓ Completed Background Check from a licensed third party
- ✓ Completed HCSO forms required for issuance of ID Badge

#### 6. TRAINING AND POST ORDERS

Each duty post or position has a very specific written set of POST ORDERS detailing the duties and responsibilities of that post. All Security Officers must be fully trained in the duties of the post to which they are assigned based the Post Orders. The Contractor will be responsible for developing training programs for each duty post. The Contractor's training materials and procedures will be submitted to the Division Commander or his designee for approval before implementation. At a minimum, each new employee will receive sixteen (16) hours on the job training per post. Each Security Officer must also be trained in CPR/First Aid. The Contractor may also offer in-service trainings and career advancement training opportunities. The Contractor will pay for all initial, on the job and in-service training.

The Contractor will be expected to provide well defined operational policies and procedures based on the State of Florida Division of Licensing, the Contractor's Policy and Procedure manual and the HCSO Standard Operating Procedures and Post Orders. It will be the Contractor's responsibility having received notice of any changes to these policies and procedures or Post Orders to convey the same and provide training if necessary to their HCSO assigned Security Officers.

#### 7. REQUIRED STAFFING

The exact post locations, type of personnel required and hours to be staffed for both programs are contained in Exhibit A. All proposal pricing should be based on the minimum staffing requirements presented in Exhibit A, though actual scheduling may be addressed in negotiation. The Contractor will ensure that post coverage will be maintained at all times by having sufficient, trained and approved back up officers to cover for scheduled and unscheduled time off. There should be consistency in assigned staff in order to develop experienced individuals. There should also be adequate cross-training in post duties. Part time assignments should be minimized in order to retain qualified and satisfied employees.

#### 8. EQUIPMENT, UNIFORMS AND FACILITIES

All Security Officers must be uniformed as per the provision of §493.6305 Fla. Stat. Officers' uniforms will **not** be provided by the HCSO. If the post requires a personal transportation or motorized vehicle that equipment will be provided and maintained by the Contractor.

The HCSO will provide:

- ✓ Security access control and identification badges for all approved Security Officers.

- ✓ Two-way radios. Security personnel will communicate on the same channel as the Deputies on duty. The Contractor will reimburse the HCSO for loss or damage to a radio not caused by actions of the job.
- ✓ Maintenance, repair or replacement of all security scanning and x-ray equipment as well as closed circuit cameras, access door controls, alarms etc.
- ✓ Office furniture or office space is provided where required, along with break areas, squad rooms and locker rooms.

## 9. SECURITY OFFICER VIOLATIONS

The following are examples of violations of the provisions of Chapter 493, Fla. Stat. which may result in probation, suspension or revocation of the license:

- ✓ Impersonating a law enforcement officer
- ✓ Using unnecessary force or violence outside the lawful protection of duty
- ✓ Not being properly uniformed or possessing ID card and license while on duty
- ✓ Leaving an assigned post or sleeping on duty.

The HCSO Division Commander may request replacement of any Contractor personnel believed in violation of Chapter 493 Fla. Stat. or of any HCSO policy or procedure or considered unable to carry out the responsibilities of the assigned post due to any reason which shall be described by the respective Division Commander at their sole discretion. Such violations would include but not be limited to:

- ✓ Failure to follow procedure
- ✓ Poor job performance or inability to operate equipment properly
- ✓ Poor personal hygiene or appearance
- ✓ Leaving assigned post without approval or relief
- ✓ Using for entertainment purposes a cell phone, tablet, game device, radio, television or books while on duty
- ✓ Inappropriate fraternization with any member of the public
- ✓ Making or receiving personal phone calls or having personal visitors while on duty
- ✓ Using alcoholic beverages or illegal substances
- ✓ Using tobacco in any form except in authorized areas while on assigned break (Sheriff's Office properties are all tobacco free).
- ✓ Using unassigned desks, phones or equipment
- ✓ Unacceptable behavior or inappropriate conduct as determined by the respective Division Commander

The HCSO may prohibit entry to any secure facility, or remove there from, any Contractor employee who does not perform his/her duties in a professional manner. The HCSO also reserves the right to search any person, property or article entering or leaving its facilities or the facilities for which security is the express responsibility of the HCSO.

When a Security Officer resigns or is discharged from their employment with the Contractor, the Contractor shall immediately notify the respective Division Commander or his/her designee.

## 10. RISK MANAGEMENT

The Proposer shall describe in their proposal response their interpretation of the risk and liability involved in providing this service and what steps your company takes to reduce and eliminate such risk. Provide a

list in your proposal response of any significant claims or lawsuits pending against your company and the nature of the same. Describe in summary all significant claims or suits against your company over the past three (3) years and explain the outcome of each.

11. PERFORMANCE EVALUATION AND DISCIPLINARY ACTION

The majority of the Security Officers assigned to this program will be in direct contact with the public on a continual basis. The HCSO is interested in any part of the Proposer's training programs which address dealing with the public as well as your company policy for handling complaints from the public regarding your employee's performance or behavior. Additionally, we would like to review the Proposer's disciplinary procedures and the frequency and method of performance evaluation.

12. REPORTING

The Contractor will be required to maintain daily personnel attendance logs/ time sheets which shall be made available to the respective Division Commanders as requested and which shall be the basis of monthly invoicing. The status of vacant posts, overtime reports and other billing issues will be provided weekly. The respective Division Commander will receive a full written report of any incident resulting in a breach of security or endangerment or harm to any individual or damage to any structure or equipment.

Different Posts will have specific functions requiring reports related to recording equipment meter reading, visitor log in sheets, security checks etc. as described in post orders.

13. EMERGENCY/DISASTER SERVICES

The HCSO may request additional manpower to cover Emergency/Disaster Services for response to such events as terrorist threat, riots, strikes or natural disasters and acts of God. The HCSO Continuity of Operations Plan would include and require the Security Services Contractor to work with law enforcement's plan to maintain order and to reinstate normal public service function as quickly as possible. This may require additional personnel or reorganization of personnel or relocation of services. The Contractor will be expected to support and comply with all law enforcement requests during such events to the best of their ability and in mutual dedication to the public good.

14. HOURLY BILLING RATES

The HCSO will pay for services rendered at the hourly billing rates for the three classifications of Security Officers (Armed, Unarmed, Supervisory) based on the information in Exhibit A. Proposed hourly billing rates will be presented in Proposal Response (Part D). Rates will include straight time and overtime/holiday for each position. Rates will also be shown by location.

Straight time billing will be used for all hours as contracted in this solicitation or as permanently added to the contract in the future. Overtime rates will apply only as pre-approved by the respective Division Commander of his designee. Overtime rates also apply to Holidays which include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Hourly billing rates are to remain constant during the initial contract term. Refer to Special Provisions (Part B) Paragraph 20 Escalation/De-escalation, for terms involving billing rate changes. An approved change in the hourly billing rates will be considered an amendment to the Contract.

15. ADD/DELETE

The basis of this contract will be the hourly rates per type of position and the performance of the Contractor and their assigned personnel. Changes in the number of personnel required by the HCSO or the number of locations served or the type of security work to be performed will not affect the hourly labor rates. No change order or amendment to the contract will be required to increase or decrease the staffing requirements, add or delete locations (within Hillsborough County limits) or change the procedural orders for a post. All of these requirements will be determined by the respective Division Commanders and set forth in the Post Orders and staffing requirements and handled directly with the Contract Manager.

16. DEDUCTIONS FOR NON-CONFORMANCE

Failure of the Contractor to provide or perform the services required may result in written notice from the HCSO of an assessment against monies owed to the Contractor. The assessed amounts to be deducted against current or future monies owed will apply to the following infractions for each occurrence and each day the occurrence remains uncorrected:

\$1,000.00	Security Officer's failure to detect a firearm or replica firearm that was clearly apparent on X-RAY or alerted by the metal detector.
\$500.00	Improperly licensed or untrained Security Officer assigned to a post. Contractor's failure to fully staff a shift. Each Security Officer missing from a post equals one occurrence.
\$250.00	Failure to maintain trained back up Officers. Improperly uniformed Officer reports for Duty. Failure to follow Policy and Procedure, SOP or special orders. Failure to provide or possess required equipment.

17. COMMENCEMENT AND TRANSITION

Security Services are currently provided by G4S. The Sheriff's Office would demand complete coordination between the incoming and outgoing Contractors to facilitate a smooth transition and prevent any service interruption, if such is the result of this RFP. The new Contractor will be responsible for coordinating with the HCSO and the outgoing provider to see that new Contractor personnel are properly trained prior to commencement. That training shall be at the expense of the newly awarded Contractor. If the new Contractor's transition plan would include hiring and retaining of security officers working for the previous provider, describe how that would be handled and if benefits and accrued leave for those persons would be addressed.

Services will be scheduled to commence on November 1, 2015 12:01 AM

18. EXCEPTIONS TO PROPOSAL

All Proposal submittals must clearly state with specific detail all deviations to the requirements imposed upon the Proposer by the General Terms and Conditions (Part A), the Special Provisions (Part B) and the Technical Specifications (Part C). Such deviations should be stated upon the Proposal Response (Part D) or appended thereto. Proposers are hereby advised that the Hillsborough County Sheriff will only consider Proposals 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 D), said Proposal will be

subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said Proposal does not meet the exact requirements imposed upon the Vendor by the General Terms and Conditions (Part A), the Special Provisions (Part B) and the Technical Specifications, (Part C).





2. EXAMINATION AND CERTIFICATION STATEMENT

Company Name:

---

The undersigned has carefully examined the proposal package and all conditions affecting the cost of the service required by the Hillsborough County Sheriff's Office.

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 at the prices herein quoted, the materials, equipment and/or services in accordance with the proposal package, except as noted on attached Exceptions Form.

3. NARRATIVES & DOCUMENTATION

The outline below corresponds with the criteria on which we will evaluate your Proposal in reference to our needs and the proposals of others. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Include narratives and supporting documentation.

Section cover pages are provided with examples of what is to be included in each section and what the weighted values are. Do not limit yourself.

- a. X-ray screening and magnetometer training and procedures . 20 points
- b. Ability to identify and detect firearms during security screening process. 10 points
- c. Personnel Qualifications, recruiting and hiring. 20 points
- d. Ability to attract and retain personnel 10 points
- e. Company Overview. 10 points
- f. Transition Plan 10 points
- g. Pricing - Hourly billing rates. 20 points

## Proposal Response Cover Page

**3a. X-Ray Screening & Magnetometer Training and Procedures - 20 Points**Narrative:

- Describe the experience your company has in X-ray scanning and magnetometer use by listing other locations where you are currently performing this service and the volume of traffic handled.
- Describe the training your company offers specifically in the area of X-ray screening. For instance: How is the training conducted? How many hours are dedicated? What are the qualifications of the trainers?
- If company experience is limited in this area, provide a detailed explanation of your plan to develop and maintain a large operation with significant and ongoing screening requirements

Documentation:

- Training syllabus and materials regarding X-Ray screening and magnetometer use.
- Resumes of Trainers.

Proposal Response Cover Page

**3b. Ability to identify and detect firearms and other weapons during the security screening process. 10 Points**

Narrative

- Describe your experience and history with identifying and detecting weapons by use of X-ray screening equipment and magnetometers.
- Elaborate on your actual success or failure rate at detecting weapons in actual security operations.
- Explain how you would deal with security officers who fail to detect weapons, either in simulated situations or actual events.

Documentation:

- Provide written policy for handling officers who fail to detect weapons in the screening process.
- Provide statistics on success and failure rates.

Proposal Response Cover Page

**3c. Personnel - Qualifying and Training – 20 Points**

Narrative

Describe your company's policies regarding such issues as:

- How you qualify a Security Officer
- How and where you recruit Security Officer personnel
- Describe your basic training program
- How does your employee performance evaluation program work?

Documentation:

- Recruitment literature
- Training Syllabus or printed materials

## Proposal Response Cover Page

**3d. Personnel - Attracting and Retaining – 10 Points**

## Narrative:

- Provide your pay scale for Armed and Unarmed Security Officers.
- Describe benefits offered to Security Officer employees. Include such things as whether uniforms and duty gear are provided, if parking would be paid, what type of insurance coverage is available at what cost, what type of paid leave is available and how is it earned etc.
- Provide the statistics on your turnover rates.
- Describe what Advancement Opportunities exist within your organization and how an individual would become eligible or qualify.
- Describe your methods of retaining employees.
- Describe any Employee Recognition and Incentive programs

## Documentation:

- Personnel and Benefits Manual

Proposal Response Cover Page

### **3e. Company Overview – 10 Points**

Narrative:

- Corporate, Financial and Organizational Capability and Support  
Include such information as:
  - Company History and Philosophy
  - Years in Business
  - Mission Statement
  - Principal Stakeholders
  - Corporate and Local Organizational Structure
  - Locations where you perform similar scope of work
  - References of current customers.
  - Current number of Security Officers employed

Documents:

- Financial Statement
- Insurance Certificates
- Business Tax Receipt/ Occupational License (license to do business in the municipality in which your local office is located)
- IRS Form W9

### **3f. Transition Plan – 10 Points**

#### Narrative

- Provide detailed information concerning your plan to facilitate a smooth transition and prevent any service interruption
- Provide details concerning whether you plan to hire/retain security officers working for the current provider and how this process would be handled.
- Identity your existing corporate and or local management resources and explain how those resources if any, would facilitate a smooth transition.

### **3g. Hourly Billing & Pay Rates by Location - 20 Points**

Proposers must download Attachment A, Pricing Matrix, separately from the RFP in order to utilize the Excel format. Attachment A is posted to the website in conjunction with the RFP, Exhibit A – General Staffing Schedule and Exhibit B - Detailed Staffing Schedule.

The Pricing Matrix consists of Chart 1 in which Proposers are to insert their straight time hourly billing rates by job type as indicated. The annual cost by location will automatically calculate. Allowances for holiday rates are not being made.

Chart 2 is a simple listing of pay rates, straight time and holiday billing rates.



5. 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: (If Applicable) Address checks 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](http://www.hcso.tampa.fl.us) under the Purchasing Section, Doing Business with the HCSO.

6. Affirmation and Declaration

At this present time we understand all requirements and warrant that as a serious Proposer we will comply with all the stipulations included in the RFP package.

The below 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 RFP offered to be entered into;
- b) That this RFP 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 Proposer is not in arrears to Hillsborough County or the Sheriff 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 bid shall remain open for sixty days following the opening of bids.

Respectfully submitted by,

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

\_\_\_\_\_

Print Name Title

\_\_\_\_\_

Signature Date

EACH PROPOSAL AND ANY CLARIFICATIONS TO THAT PROPOSAL 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 PROPOSAL RESPONSE (PART D), PARAGRAPH 1, EXCEPTIONS.

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this requirement, please return this form to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

Email: [Purchasing@hcsso.tampa.fl.us](mailto:Purchasing@hcsso.tampa.fl.us) or

Fax: 813-242-1826

We, the undersigned, have declined to respond to your Proposal No.15-15 Courthouse Security for the following reasons:

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

\_\_\_\_ Insufficient time to respond to the Invitation for Proposal.

\_\_\_\_ We do not offer this service.

\_\_\_\_ Our work schedule would not permit us to perform.

\_\_\_\_ Unable to meet specifications.

\_\_\_\_ Unable to meet Bond Requirements.

\_\_\_\_ Specifications unclear (explain below).

\_\_\_\_ Remove our company from your vendor list.

\_\_\_\_ Other (specify below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if the "no proposal" letter is not executed and returned, our name may be deleted from Bidders List.

PLEASE PRINT - COMPANY NAME\_\_\_\_\_

COMPANY OFFICER\_\_\_\_\_

TELEPHONE NUMBER\_\_\_\_\_

DATE\_\_\_\_\_

SIGNATURE\_\_\_\_\_

PROPOSAL EVALUATION

Proposer Name: \_\_\_\_\_ Evaluated by: \_\_\_\_\_

<u>Criteria and Comments</u>	<u>Points Allowed</u>	<u>Points Awarded</u>
a. X-ray screening and magnetometer training and procedures.	20 points	<input type="text"/>
b. Ability to identify and detect firearms during security screening process	10 points	<input type="text"/>
c. Personnel Qualifications, recruiting and hiring.	20 points	<input type="text"/>
d. Ability to attract and retain personnel	10 points	<input type="text"/>
e. Company Overview	10 points	<input type="text"/>
f. Transition Plan	10 points	<input type="text"/>
G. Pricing: Billing and Pay Rates	20 points	<input type="text"/>

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. 8<sup>TH</sup> AVE  
TAMPA FLORIDA 33605

ATTN: PURCHASING Ext. 8034

BID PACKAGE SUBMITTAL

RFP/BID #15-15 COURT SECURITY

OPENING DATE & TIME:  
JULY 10, 2015 AT 3:00 PM EDT