



OFFICE OF THE SHERIFF

Chad Chronister, Sheriff
Donna Lusczynski, Chief Deputy
Hillsborough County, Florida

June 14, 2018

SUBJECT: Amendment No. 1 to RPS 8-18 Miscellaneous Professional Architectural and Engineering Services

MESSAGE: Please note and acknowledge the following changes or additions to be included in the referenced section(s) of RPS 8-18:

1. Page three (3) will be replaced in its entirety, see attached.
2. Page five (5) will be replaced in its entirety, see attached.
3. Page 26 will be replaced in its entirety, see attached.

Please note that this document hereby becomes a part of RPS No. 8-18 and without this document, the Proposal is considered incomplete.

Sincerely,

for 
Christina R. Porter, CPA
Chief Financial Officer

CRP/dmj

Enclosures

ACKNOWLEDGEMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the
Amendment No. 1 to RPS 8-18.

PLEASE PRINT – Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgement must be included with your Bid Package)

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PROPOSED SCHEDULE OF EVENTS	DATE
RPS ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	5/25/18
SUBMIT LETTER OF INTENT	6/8/18
DEADLINE TO SUBMIT QUESTIONS AND ANSWERS	6/11/18
DEADLINE TO SUBMIT SUBMITTAL	6/27/18
AWARD NOTIFICATION TARGET DATE	7/18/18

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

FIRM NAME: _____

SUBJECT: Request for Professional Services Number 8-18
Miscellaneous Architectural and Engineering Services

OPENING DATE and TIME: 6/27/18 at 3:00 pm.

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

PART A - GENERAL TERMS AND CONDITIONS:

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

If our specifications, when included in our Request for Professional Services (RPS), are not returned with your Submittal Package, and no specific reference is made to them in your Submittal Response (Part C), it will be assumed that all provisions will be met.

2. **Submittal Delivery:** The responsibility for getting the Submittal Package to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Firm. 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 Firm shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Submittals will not be accepted after the time specified for receipt. Such submittals shall be returned to the Firm unopened with the notation "This Submittal was received after the time designated for the receipt and opening of submittals."
3. **On-Line Documents:** The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is 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 submittal.
4. **Information and Descriptive Literature:** The Firm must furnish all information requested in the Submittal. If specified, each Firm must submit descriptive literature and/or complete narratives covering the services offered. Submittals that do not comply with these requirements will be subject to rejection.
5. **Submittal Costs:** Submittals are solely at the cost of the Firm and the HCSO in no way is liable or obligates itself for any cost incurred by the Firm preparing the submitted Submittal Package.

CHECKLIST, Include the following:

- ONE (1) ORIGINAL and THREE (3) COPIES OF the entire RPS.
- ONE (1) Electronic copy. Proprietary information should be separated.
- SIGNATURES required Parts A and C.
- Any Addendums or Amendments (Signatures required).
- Completed Part C including Firm qualifications, experience, references, availability, responsiveness, and team location.
- Certificates of Insurance and Business Tax Receipt.
- Professional Licenses (if applicable).
- Firm literature information, if applicable.
- Appendix I, Vendor Packet.

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

CHAD CHRONISTER, SHERIFF
 2008 E. 8TH AVE
 TAMPA, FLORIDA 33605
 ATTN: PURCHASING Ext. 8034

SUBMITTAL PACKAGE

From: _____
RPS # 8-18

OPENING DATE and TIME:
6/27/18 @ 3:00 pm