HILLSBOROUGH COUNTY
SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

HCSO RFP 2026-016
FSA Contract # FSA-HCS-IES1.0

The Hillsborough County Sheriff's Office and
the Florida Sheriffs Association Cooperative Purchasing Program
jointly present this solicitation for

Integrated Electronic Security Systems: Installation, Maintenance, and Lifecycle Support

Chad Chronister
Sheriff of Hillsborough County,
a Constitutional Officer of the State of Florida

By:_____

William V. Spinelli, CPA
Chief Financial Officer

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

FLORIDA SHERIFFS ASSOCIATION COOPERATIVE PURCHASING PROGRAM

If my company wins this solicitation with the Hillsborough County Sheriff's Office (HCSO), what does the partnership with the Florida Sheriffs Association mean for my company and why does it matter?

What: The Florida Sheriffs Association (FSA) has operated a procurement program since 1993 and has tremendous brand recognition among the purchasers of Florida. Each year, the program offers competitively bid items bought by more than 400 local governments. The FSA's Cooperative Purchasing Program (CPP) functions by using the Fleet Advisory Committee, which is a group of subject matter experts who develop specifications and perform evaluations for the contracts. Over the years, the offerings have grown to thousands of vehicles, heavy equipment, tires, fire trucks, electric vehicle charging stations, anything you can imagine for fleet operations, public works, or parks and recreation can be found on the FSA CPP contracts.

The Fleet Advisory Committee is heavily committed to the growth of this Florida based program and challenged the FSA to develop a new line of business in partnership with local agencies. The objective is to provide competitively solicited products and services that extend beyond traditional fleet operations. This solicitation represents one of those strategic procurement initiatives.

In 2022, Sheriff Chad Chronister offered to develop this program for the FSA Board of Directors. Since that time, the Hillsborough County Sheriff's Office team has worked to enhance the needs of their Office as well as extending these products and services to hundreds of governments through this partnership with the FSA. The HCSO and the FSA have an agreement to take the solicitations and resulting contracts performed by HCSO to market under the FSA CPP umbrella. If awarded, your company will be able to market your product or service as an awarded vendor of the FSA's CPP.

Why: Procurement services are expanding with many national programs coming to market. This program was founded in Florida with a goal of serving Florida purchasers. This is the only contract that invests in the communities of Florida. Since 2019, the FSA has contributed more than $7,000,000 in grants to Florida agencies for bulletproof vests, shared assets, emergency response equipment, and training scholarships.

Purchasers have many choices and we want to offer them a contract with competitive pricing and knowledge that their purchase gives back to their local communities. Our goal is to expand the services and products among the CPP purchasing network. FSA will do this by placing all designated HCSO contracts onto the CPP website where purchasers find contracts for products and services. Upon award, the FSA team will also connect with you to discuss your efforts to market to Florida purchasers. Your success will be shared and applauded as you join the many companies who support giving back to Florida by offering procurement solutions with the FSA CPP.

Partnerships: The FSA CPP has decades long participation with the Florida Association of Counties and the Florida Fire Chiefs Association. These partnerships continue to market the program and expand the reach of the program. Nearly every city, county, and sheriff's office in Florida purchases from CPP. This brand familiarity should streamline the purchasing process with agencies across the state.

FSA offers first-in-class customer service. Feedback and questions from purchasers are answered by one of our team members sitting in house at the FSA. We offer free purchasing assistance from the Advisory Committee when questions arise about products and features of our contract offerings. Through the partnership with HCSO, purchasers will know the awarded companies have been vetted and meet quality standards for governments.

As a nonprofit offering awards in partnership with the Hillsborough County Sheriff's Office, we are transparent, agile and responsive to the government market. The FSA CPP strives to serve purchasers' needs by fulfilling competitive bid requirements and offering avenues for local governments to use federal funding. To gain the most value from this solicitation and potential partnership with FSA CPP, we ask that you provide the most competitive pricing for Florida's purchasers.

Nationwide Opportunity: While Florida is the area of support for the CPP, this structure permits your company to use the award to market and sell to any government in the nation. Meaning if you have interest from an out-of-state agency, you may offer this competitive award as an avenue to purchase.

Recent Awards from this Partnership: Hillsborough County Sheriff's Office has expanded FSA CPP contract offerings to communications and radio systems, retail vehicles, vehicle upfitting, vendor managed inventory, parts, facility and asset maintenance information systems, and repair and maintenance assessments and operations.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

FLORIDA SHERIFFS ASSOCIATION COOPERATIVE PURCHASING PROGRAM

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Section 1: Definitions and References

The definitions and references below are specific to their context as used in this solicitation.

Award - A Contract Document shall be awarded to the Bidder whose Bid Package, upon evaluation by HCSO personnel, meets all specifications, qualifications, and requirements outlined in this solicitation.

Awarded Supplier - Any Bidder that receives a Contract Document as a result of this solicitation.

Bid - This public solicitation that is being offered jointly by the HCSO and the FSA CPP.

Bidder - Any person or entity that submits a Bid Package in response to this solicitation.

Bid Package - The Bidder's submission to the HCSO in response to this solicitation.

Bid Opening - The process of opening and acknowledging all Bid Packages received from Bidders by the HCSO by the Deadline for Receipt. For transparency, this process is videotaped and the video is uploaded to the HCSO's public website (https://teamhcso.com/purchasing) immediately following the Bid Opening. Physical submitted Bid Packages will be opened during the Bid Opening. Electronic Bid Packages submitted via DemandStar (Euna OpenBids) will be acknowledged with the Bidder's name being read aloud during the Bid Opening.

BOCC - The Hillsborough County Board of County Commissioners.

Contract Document - The agreement between the HCSO and the Awarded Supplier, which incorporates this solicitation, its attachments, its amendments, and the Awarded Supplier's Bid Package. Once the agreement is signed by an authorized representative of the HCSO and the Awarded Supplier, the Contract Document may become effective.

Deadline for Receipt - The deadline for HCSO to receive Bid Packages. This includes physical and electronic Bid Packages.

DemandStar (Euna OpenBids) - The web-based notification and delivery system that the HCSO utilizes for public solicitations (www.demandstar.com). The system automatically notifies registered Bidders when competitive solicitations are released, and Bidders can upload their Bid Packages to the system prior to the Deadline for Receipt.

Eastern Time - All deadlines are based on the time zone designated in the solicitation Deadline for Receipt section. Note that Eastern Standard Time (EST) is UTC-5, and Eastern Daylight Time (EDT) is UTC-4. It is Bidder's responsibility to recognize this distinction and ensure Bid Packages are received by the stated deadline.

Eligible Purchaser - Any person or entity identified by Rule 60A-1.001, Florida Administrative Code, as well as state and local government agencies. Eligible Purchasers may acquire the goods and/or services specified in the Contract Document resulting from this solicitation, provided that both the Awarded Supplier and the Eligible Purchaser mutually agree to such a purchase.

FOB - Free on Board is a shipment term used to indicate whether the Awarded Supplier or the Eligible Purchaser is liable for goods that are damaged or destroyed during shipping. FOB destination means the Awarded Supplier retains the risk of loss until the goods reach the Eligible Purchaser.

FSA - The Florida Sheriffs Association
2617 Mahan Drive
Tallahassee, FL 32308

FSA CPP - The Florida Sheriffs Association Cooperative Purchasing Program.
2617 Mahan Drive
Tallahassee, Florida 32308
cpp@flsheriffs.org
reports@flsheriffs.org

HCSO - The Hillsborough County Sheriff's Office
Sheriff's Operations Center
2008 East Eighth Avenue
Tampa, Florida 33605
purchasing@hcso.tampa.fl.us
accountspayable@hcso.tampa.fl.us

OSHA - Occupational Safety and Health Act.

Parties - The individuals or entities that execute the Contract Document and are accountable for carrying out its obligations and exercising its rights.

Piggyback - Is a form of cooperative purchasing that allows any person or entity identified by Rule 60A-1.001, Florida Administrative Code, as well as state and local government agencies, to use an existing, competitively awarded contract from another public entity to purchase the same goods or services without needing to conduct its own bidding process.

Purchase Order - A binding document issued by the Eligible Purchaser to the Awarded Supplier that details the specific goods and/or services, quantities, prices, and payment terms of the purchase, which serves as an official record of the purchase intent.

Work - The Scope of Work, including all specified tasks, goods, services, materials, and timelines, along with any associated performance requirements outlined in this solicitation.

Federal Requirements (When Applicable)

Reference	*Synopsis & Respondent Use*
2 C.F.R. Part 200, Subpart D, including §§ 200.318–200.327 and Appendix II to Part 200	These provisions establish federal procurement standards for recipients and subrecipients using federal award funds. They address procurement procedures, domestic preferences, and contract provisions. When a purchase under this contract uses federal award funds, the ordering agency will identify the applicable federal requirements in the task order or other contract documents. The Awarded Supplier must comply with the requirements incorporated into those documents.
Executive Order 14117 and 28 C.F.R. Part 202	These authorities restrict certain transactions that could give countries of concern or covered persons access to Americans' bulk sensitive personal data or U.S. Government-related data. They do not establish a general restriction on every vendor's supply chain or data storage. Applicability depends on the data and transaction involved. Suppliers should assess whether their work under a task

Reference	*Synopsis & Respondent Use*
	order is covered and comply with applicable legal and contractual requirements.

Florida Administrative Code

Reference	*Synopsis & Respondent Use*
Rule 60A-1.001 Definitions	Provides the specific dictionary for Florida purchasing terms (e.g., what constitutes an "Invitation to Bid" vs. a "Request for Proposals"). Use: Respondents use this to understand the specific "type" of solicitation they are answering and the legal nuances of the terminology used throughout the document.

Florida State Statute

Reference	*Synopsis & Respondent Use*
§ 30 Sheriffs	Defines the powers and duties of County Sheriffs. Use: Relevant if the solicitation involves law enforcement equipment, services, or jurisdictional authority.
§ 112 Public Officers & Employees	Covers ethics, conflicts of interest, and standards of conduct. Use: Respondents check this to ensure they haven't provided prohibited gifts to evaluators or have "revolving door" conflicts.
Chapter 119 Public Records	Florida's Public Records Law Use: Vital for respondents to know that their entire bid (unless trade secret) becomes a public document. It outlines how to redact proprietary info.
§ 163 Intergovernmental Programs	Governs "piggybacking" and joint agreements between agencies. Use: Explains how other entities (nationwide) are legally allowed to purchase off this specific contract.
§ 212 Tax on Sales/Use	Outlines what is taxable and what is exempt. Use: Helps a respondent determine if they should include sales tax in their pricing or if the purchaser is tax-exempt.

Reference	*Synopsis & Respondent Use*
§ 218 Financial Matters	Includes the Local Government Prompt Payment Act. Use: Tells the respondent exactly how long the agency has to pay their invoice before interest starts accruing.
§ 281 Safety & Security	Governs security for public buildings. Use: Relevant for vendors providing physical security, surveillance, or guard services to ensure they meet state standards.
§ 287 Procurement	The basis of Florida procurement. Use: Defines how bids are protested, the use of minority business enterprises, and the requirement for "Public Entity Crime" affidavits.
§ 448 General Labor	Covers wage requirements, E-Verify, and discrimination. Use: Respondents use this to ensure their hiring practices (like using E-Verify) meet Florida's mandatory compliance hurdles.

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END OF SECTION

Section 2: Introduction and Instructions

2.1 Bid Overview

Subject: RFP 2026-016
Bid Title: Integrated Electronic Security Systems: Installation, Maintenance, and Lifecycle Support
Bid Opening: December 29, 2026 3:00pm
Bid Opening Location: Hillsborough County Sheriff's Office, Sheriff's Operations Center (SOC)
Procurement Specialist: Nicole Carter, Ncarter@TeamHCSO.com

*This document utilizes a standard template. All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section **4.12 Evaluation Criteria** rather than price alone.*

The purpose of this solicitation is to delineate the requirements of the Hillsborough County Sheriff's Office (HCSO) for the selection and engagement of multiple qualified suppliers to install and provide maintenance and lifecycle support for integrated electronic security systems, including but not limited to access control video pedestals and Genetec Software (currently in use across HCSO facilities), or functional equivalents. Pursuant to Section 5.6 (Manufacturer's Name), equivalent software platforms, channel partner credentials, and technical certifications will be accepted for award consideration, provided they demonstrate full operational equivalence and seamless system integration. The resulting agreements shall establish a cooperative contract administered in coordination with the Florida Sheriffs Association (FSA) through the Cooperative Purchasing Program (CPP). See Section 3 for additional details.

Any resulting Contract Documents will be initiated by the Hillsborough County Sheriff's Office, and cooperative use will be administered by the Florida Sheriffs Association (FSA) Cooperative Purchasing Program.

Any reference to the Work throughout this Bid is defined to be inclusive of the Scope of Work and any related performance detailed herein.

2.2 Proposed Schedule

The Bid schedule set out herein represents the HCSO's best estimate of the schedule that will be followed. If a component of this schedule, such as the Deadline for Receipt, is delayed, the rest of the schedule may shift accordingly. All times are Eastern Time.

Issue Date: Advertisement / Website Publication / Etc.	November 12, 2026
Deadline for Submitting Questions	November 25, 2026
Deadline for Receipt / Bid Opening	December 29, 2026 3:00pm
Award Notification Target Date	March 31, 2026

2.3 Contract Document

Bidders selected for award will be required to enter into a written agreement with the HCSO. During award procedures, the Bid, its attachments, its amendments, and the Bid Package submitted by the Bidder will become incorporated into the agreement that, when fully executed, becomes the Contract Document.

This agreement will require the signature of the Bidder's authorized representative and the signature of either the Sheriff, the Undersheriff, the Chief Deputy, or the Chief Financial Officer (CFO) to become binding. A draft copy of the proposed agreement is attached to this Bid for review (Exhibit A). The final Contract Document may have differing terms due to corrections and/or negotiations.

In the event of any conflict between the agreed upon terms of the executed contract and the Invitation to Bid and the Bid, the terms of the contract will prevail.

To request a modification or exception to the agreement terms, conditions, or specifications, a Bidder must submit the requested modifications or exceptions to the agreement with their Bid Package, along with their exceptions, if any, to the Bid. See Section 6.3 for more information. Exceptions must:

- Clearly identify the affected article and section, and
- Clearly note what language is requested to be modified.

Unclear modification or exception requests will be automatically denied. Only those modifications or exceptions that have been accepted by the HCSO will be included in the agreement provided to the Bidder for signature.

Much of the language in the agreement reflects the State of Florida and HCSO legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Florida law or HCSO policy may result in the Bid Package being disqualified from further review and evaluation.

All Bid Packages become the property of the HCSO and will not be returned to the Bidder. The HCSO reserves the right to clarify any contractual relationship in writing with the Awarded Supplier, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Bid or the Bid Package. In all other matters not affected by the written clarification, if any, the Bid and all amendments thereto shall govern. The Bidder is cautioned that their Bid Package shall be subject to acceptance without further clarification.

When a Bidder receives an award resulting from this solicitation, they will have up to 30 days to sign and return the agreement. If the signed agreement is not returned within 30 days, the award may be revoked at the HCSO's sole discretion.

2.4 Obligation by Party

This Bid does not, by itself, obligate the HCSO, the FSA, or any Eligible Purchaser.

The HCSO's obligation will commence when the resulting Contract Document is fully executed. Upon written notice to the Awarded Supplier, the HCSO may set a different starting date. The HCSO will not be responsible for any Work commenced, even in good faith, if it occurs prior to the contract start date set by the HCSO.

2.4.1 Bidder

Any person or entity that submits a Bid Package in response to this solicitation. To be deemed responsive and responsible, the Bidder must meet the requirements of this solicitation to be considered for award. The Bidder is obligated to honor the pricing submitted in their Bid Package for an evaluation period of 120 calendar days from the date of the Deadline for Receipt / Bid Opening, unless otherwise stated in the Bid Package.

2.4.2 Awarded Supplier

An Awarded Supplier is any Bidder that receives a Contract Document as a result of this solicitation. The Contract Document will be executed between the HCSO and the Awarded Supplier. The Awarded Supplier is responsible for complying with all terms and conditions of the Contract Document, including the submission of quarterly reports and administrative fees to the FSA CPP for all purchases made by the HCSO and/or any Eligible Purchaser. Additionally, the Awarded Supplier must provide quotes upon request from an Eligible Purchaser and may enter into a separate supplemental agreement with an Eligible Purchaser to furnish the goods and/or services covered under this solicitation.

2.4.3 Eligible Purchaser

Any person or entity identified by Rule 60A-1.001, Florida Administrative Code, as well as state and local government agencies nationwide. Eligible Purchasers may acquire the goods and/or services specified in the Contract Document resulting from this solicitation, provided that both the Awarded Supplier and the Eligible Purchaser mutually agree to such a purchase. The Eligible Purchaser and the Awarded Supplier may enter into a separate supplemental agreement with an Eligible Purchaser to furnish the goods and/or services covered under this solicitation.

2.4.4 HCSO

The HCSO, as the Host Sheriff for this procurement, is responsible for publicly soliciting Bid Packages to secure fair, reasonable pricing for the specified goods and/or services. The HCSO will accept and verify Bid Packages, determine awards, negotiate agreements with Awarded Suppliers, and ensure adherence to the terms and conditions of the resulting Contract Documents, including price escalation/de-escalation throughout the term of the contract.

HCSO is the sole contracting and awarding authority under this solicitation. FSA's role is limited to cooperative contract administration, Supplier administration support, and post-award assistance, and does not include authority to modify contract terms, pricing, or scope.

2.4.5 FSA CPP

Upon execution of a Contract Document between HCSO and an Awarded Supplier, the FSA CPP will provide post-award administrative, marketing, and customer service support to facilitate cooperative purchasing use of the Contract Document, including Eligible Purchaser assistance, Awarded Supplier marketing support, and administration of supplier quarterly reports.

2.5 Bid Package Submission Requirements

Bid Packages will be received until the Deadline for Receipt / Bid Opening as specified under Section 2.2. Immediately after the deadline, a video recording will be made of the Bid Opening, during which all physically received, electronically submitted, and otherwise accepted Bid Packages will be opened, and all Bidder names will be read aloud. The video will then be posted to HCSO's public website at https://TeamHCSO.com/Purchasing.

To ensure completeness of Bid Packages, Bidders should refer to the Bid Checklist (Section 6.7). Bidders that do not meet submission requirements may be declared non-responsive and eliminated from consideration.

Bid Packages may be submitted via hand delivery, United States Postal Service (USPS), commercial shipment, or electronically on Euna OpenBids at https://www.demandstar.com/.

A completed Supplier Application Packet (Appendix I) must be returned with the Bid Package and must include all required documentation and signatures listed therein for the Bidder to be deemed responsive.

2.5.1 If the Bidder includes a signature on the Federal Grant Compliance form within the Supplier Application Packet, the Bidder is agreeing to:

- Accept purchase orders funded in whole or in part by federal grant monies
- Comply with all applicable federal regulations pertaining to the use of grant funds for this solicitation. This selection will be noted in the Bid tabulation.

2.5.2 Physical submitted Bid Packages must be contained in a sealed envelope addressed to:

- Hillsborough County Sheriff's Office
  Financial Services Division - Purchasing Section
  2008 East Eighth Avenue
  Tampa, Florida 33605

To prevent inadvertent opening prior to official Bid Opening, the Bid Package must be marked as a Bid Package and must include the Bid Number and the date and time of Bid Opening on the outermost envelope or packaging material. A Packaging Label is provided for Bidder use in Section 6.8. It is the sole responsibility of the Bidder to ensure their Bid Package reaches the HCSO's Purchasing Section by the Deadline for Receipt as specified under Section 2.2.

2.5.3 Electronic Bid Packages may be submitted via secure mailbox at Euna OpenBids at https://www.demandstar.com/ until the Deadline for Receipt as specified under Section 2.2. It is the sole responsibility of the Bidder to ensure their Bid Package reaches Euna OpenBids by the Deadline for Receipt.

2.5.4 When necessary to protect confidential information, the Bid Package should include one (1) clearly marked redacted copy, in addition to the unredacted version.

2.6 Bid Delivery

The responsibility for getting the Bid Package to the HCSO on or before the Deadline for Receipt is solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the USPS or any other method of delivery or any other occurrence. Bid Packages and Acknowledgement of Amendment forms must be received no later than the Deadline for Receipt. Bid Packages and Acknowledgement of Amendment forms received after the Deadline for Receipt may be disqualified and not opened or accepted for evaluation.

To support administrative efficiency, paperless evaluation workflows, and environmental sustainability, electronic submission via DemandStar (Euna OpenBids) at www.demandstar.com is strongly preferred by the HCSO. Electronic submissions incur no vendor fees and provide instant digital confirmation of receipt prior to the Deadline for Receipt.

While electronic submission is strongly encouraged, physical hard-copy submissions delivered via hand delivery, USPS, or commercial carrier to the Financial Services Division — Purchasing Section will remain acceptable. Submissions delivered via facsimile or unencrypted direct email will not be accepted.

2.7 Bid Package Submittal Costs

Submittal of a Bid Package is solely at the cost of the Bidder, and the HCSO in no way is liable for or obligates itself for any cost incurred by the Bidder in preparing and/or submitting the Bid Package.

2.8 Exceptions to Bid Packages

Bidders shall clearly and expressly identify within their Bid Package any and all deviations, variances, or exceptions to the specifications, requirements, or terms and conditions set forth herein. All such exceptions, if any, shall be fully described and documented in the Bid Package in accordance with the provisions of Section 6.3.

Bidders are hereby advised that the Hillsborough County Sheriff's Office (HCSO) will verify and consider for award only those Bid Packages that fully conform to the specifications and requirements contained in this solicitation. Bid Packages that include exceptions, deviations, or conditional terms may, at the sole discretion of the HCSO, be deemed non-responsive and rejected.

In the event that the Bid specifications and Scope of Work are not returned with, or specifically referenced in, the Bid Package, such omission shall be construed as the Bidder's representation and warranty that no exceptions are taken and that full compliance with all specifications and requirements is intended.

Should any materials, drawings, sketches, descriptive literature, or manufacturer's specifications be submitted with the Bid Package and contain information that may reasonably be construed as, or intended to serve as, an exception to the Bid specifications, such exceptions must be expressly identified and cross-referenced in the Bid Package under Section 6.3.

2.9 Communication Between Parties

All questions regarding this Bid are to be directed, in writing, to the Procurement Specialist listed in Section 2.1. No communication is allowed, directly or indirectly, with any other HCSO employee regarding this Bid prior to Award Notification.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at https://TeamHCSO.com/Purchasing and Euna OpenBids at https://www.demandstar.com/. This will include Questions and Answers (Q&A), 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 the convenience of the parties involved. Any modifications or alterations to the original document language will be cause for the rejection of a Bid Package.

2.10 Documented Past Performance with the HCSO

Bidders are informed that documented past performance with the HCSO may be considered in determining Bidder responsibility and responsiveness. Bidders with a documented history of poor performance with the HCSO may be deemed non-responsible for this solicitation.

2.11 General Bidder Qualifications

Bid Packages shall be considered only from Bidders that clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the Bid. Bidders must be able to demonstrate adequate organization, financial backing, equipment, and personnel to provide continuous quality service to the HCSO and potential Eligible Purchasers. In determining the Bidder's evidence of responsibility and ability to perform the Bid's specifications, the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities, and organization of the Bidder. The HCSO shall determine whether the evidence of

responsibility and ability to perform is satisfactory and will make an award only when such evidence is deemed satisfactory. The HCSO reserves the right to reject a Bid Package when evidence indicates a Bidder's inability to perform the Bid's specifications.

2.12 Amendments to the Bid

If an amendment to the Bid is issued, it will be provided to all Bidders that have notified the Buyer of their intent to submit a Bid Package and to all Bidders that have attended the pre-bid conference, when applicable. The amendment will also be posted to the HCSO website at https://TeamHCSO.com/Purchasing and at Euna OpenBids at https://www.demandstar.com/.

2.13 Modifications or Withdrawals of Bid Packages

A Bidder may submit a modified Bid Package to replace all or any portion of a previously submitted Bid Package until the Deadline for Receipt. Modifications received after the Deadline for Receipt will not be considered.

Bid Packages may be withdrawn in writing prior to the Award Notification. If a Bidder must withdraw their Bid Package, the Bidder must contact HCSO immediately. Bid Package withdrawals are handled on a case-by-case basis and may result in a limitation of participation in future bids.

2.14 Bid Errors

When errors are found in the extension of prices in a Bid Package, the unit price shall govern. Erasures or corrections within a Bid Package must be initialed in ink by the Bidder.

2.15 Prices

All Bid Packages must show the net bid price after any allowable discounts have been deducted.

Prices are to be Free on Board (F.O.B.) destination.

All prices shall include freight (including manufacturer to distributor), packaging, administrative fees (see section 3.15), and any other similar fees.

The HCSO is exempt from all Florida State Sales, Use, Transportation, and Excise taxes. The HCSO will issue tax exemption certificates to the Awarded Supplier(s).

Eligible Purchasers who make purchases under the Contract Document resulting from this Bid are generally exempt from Federal Excise and State Sales Taxes. The Awarded Supplier is responsible for confirming the purchaser's exemption status by obtaining the Eligible Purchaser's applicable Excise and State Sales and Use Tax Certificate Number.

2.16 Currency

All transaction amounts, bids, quotes, provisions, payments, or any part of the Contract Document resulting from this Bid relating to currency are to be made in United States dollars.

2.17 Best Commercial Practices

The apparent silence or omission of any description from the specifications shall be regarded as meaning that only the best commercial practices, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be based upon this statement.

2.18 Subcontracting

No portion of the Work as described in this Bid shall be subcontracted without the prior written approval of the HCSO. The Awarded Supplier may not sublet or subcontract any of the contractual obligations specified in this Bid, unless provided in the Contract Document resulting from this Bid.

This statement prohibits subcontracting overall management obligations pertaining to the Work and requires the Awarded Supplier to retain ultimate liability for all contractual obligations.

2.19 Required Review

Bidders should carefully review this Bid for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the Buyer at least five (5) business days before the Deadline for Receipt. This will allow time for the issuance of any necessary amendments.

2.20 No Participation

If you do not wish to submit a response to this Bid, please fill out and return the Statement of No Participation contained in Section 6. The information provided assures the HCSO that you wish to remain on their supplier list, and it helps to improve the HCSO procurement process.

2.21 Time for Consideration

Bidder warrants, by virtue of submission, the prices quoted in the Bid Package will be good for an evaluation period of 120 calendar days from the date of the Deadline for Receipt / Bid Opening, unless otherwise stated in the Bid Package.

END OF SECTION

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Section 3: Specifications and Scope of Work

*This document utilizes a standard template. All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section **4.12 Evaluation Criteria** rather than price alone.*

3.1 Scope Overview

Multiple participating agencies are currently procuring services related to Integrated Electronic Security Systems, including but not limited to access control video pedestals and Genetec Software. The primary objective of this solicitation is the procurement of services to install, maintain, repair, and upgrade video surveillance and access control security systems on an as-needed basis. This includes, but is not limited to, design, installation, 24/7 maintenance, and lifecycle support, all governed by a formal Service Level Agreement (SLA), to modernize security, secure data, and ensure long-term system longevity. Work performed under this Contract shall be executed on an as-needed basis by Participating Agencies ("Eligible Purchasers"). Awarded Contractors shall provide all labor, equipment, materials, tools, supervision, and incidentals necessary to fulfill specific project requirements issued via agency Purchase Orders or Task Orders.

3.2 Purpose

The purpose of this joint solicitation is to establish cooperative contract pricing and terms that provide fair and reasonable pricing, prompt quotation response times, and responsive points of contact from qualified and responsible Bidders seeking to conduct business with Eligible Purchasers for the Work described herein. This solicitation is issued jointly by the Hillsborough County Sheriff's Office ("HCSO") and the Florida Sheriffs Association ("FSA").

HCSO serves as the sole procuring authority and contracting entity for this solicitation and, as the Host Sheriff, is responsible for issuance of the solicitation, evaluation of Bid Packages, determination of bidder responsiveness and responsibility, award and execution of Contract Documents, approval of amendments, enforcement of contract terms, and resolution of protests.

FSA, through its Cooperative Purchasing Program ("CPP"), will provide post-award marketing, administrative support, cooperative contract administration, and customer service assistance for Awarded Suppliers and Eligible Purchasers. FSA's role is strictly limited to facilitating cooperative use of the resulting Contract Documents and does not include authority to modify pricing, scope, specifications, delivery requirements, or contractual terms.

Eligible Purchasers may utilize the pricing and terms established under HCSO's awarded Contract Documents or may independently negotiate supplemental agreements with Awarded Suppliers based on those Contract Documents.

All transactions, including purchase orders, invoicing, delivery, and payment, shall occur directly between the Awarded Supplier and each Eligible Purchaser. Neither HCSO nor FSA shall be a party to, or liable for, such transactions or for the acts or omissions of any Eligible Purchaser.

Any guidance or assistance provided by FSA is administrative in nature and shall not be construed as approval, authorization, or modification of the Contract Documents. In the event of any conflict between information provided by FSA and the Contract Documents issued by HCSO, the Contract Documents shall govern.

3.3 Contract Period or Term

The Contract Document resulting from this Bid shall be effective for Two (2) years from the date of award, with optional renewals for up to Three (3) additional Two (2) year periods. Contract extensions will only be executed when the HCSO determines, based on the then-existing conditions, that it is in the best interest of the HCSO and the Eligible Purchasers to do so. See Section 4.18, for renewal information.

3.4 Work

The Scope of Services may include, but is not limited to, the provision of professional Integrated Electronic Security Systems services in support of various new construction, renovation, alteration and repairs, expansion, infrastructure, and capital improvement projects located throughout the facilities, sites, campuses, and secure/detention environments of Eligible Purchasing Agencies participating under this Florida Sheriffs Association (FSA) Cooperative Contract. Services may be requested on an as-needed, Task Order basis and may include full or partial design, installation, integration, and maintenance responsibilities depending on the specific operational requirements of the ordering agency.

Work will be dependent upon the eligible purchaser identifying needs and in acquiring quotes for service. When an Eligible Purchaser identifies a specific scope of work, the following ordering procedure applies:

1. Detailed Statement of Work (SOW): The Participating Agency will issue a project-specific SOW or request for quote (RFQ) to one or more Awarded Contractors, defining site conditions, required deliverables, timeline, and security clearance requirements.

2. Contractor Proposal: The Contractor shall respond within the timeframe specified by the agency with a line-item cost proposal applying the Section 6 contracted ceiling rates (or better). The Contractor guarantees that all proposed solutions are fully compatible with the current environment and HCSO infrastructure. Any required upgrades to existing infrastructure must be disclosed in the proposal.

3. Non-Allowable Costs: Travel time, mileage, mobilization charges, and portal-to-portal fees are non-billable unless explicitly approved in writing within the agency's individual project SOW.

4. Task Order / Purchase Order Execution: Work shall only commence upon receipt of a formal Purchase Order or signed Task Order issued directly by the Participating Agency.

Unless otherwise specified by the ordering Eligible Purchasing Agency in an individual Task Order or Statement of Work, the Contractor shall adhere to the following baseline performance standards:

- Emergency Service Calls: Contractor shall provide an on-site response within two (2) hours of initial notification for emergency system outages, critical component failures, or conditions impacting facility life-safety or secure detention operations.

- Standard / Routine Service Calls: Contractor shall provide an on-site response or routine maintenance service within twenty-four (24) hours of initial notification.

- Warranty Terms: Contractor shall provide a comprehensive minimum one (1) year warranty on all labor, installation, and workmanship, commencing immediately upon final written acceptance of the project or installation by the ordering agency.

Manufacturer warranties on hardware and equipment shall pass through directly to the purchasing agency.

- Technical Deliverables: Upon project completion, the Contractor shall deliver complete "As-Built" diagrams, configuration backups, and updated technical documentation in digital format.

Technical & Cybersecurity Requirements:

- CJIS Compliance: The Contractor shall ensure all system components, data transmissions, and personnel access comply with the current CJIS Security Policy. Proof of compliance must be provided upon request.

- Remote & Vendor Access: Remote access is prohibited unless requested via HCSO Information Services Division.

- System Continuity: The solution (if applicable) must include a failover architecture to ensure that critical security functions (e.g., door locks, emergency alarms) remain operational during a server or network outage.

- Administrative Control: HCSO shall retain full ownership and administrative control of all system configurations, root credentials, and licenses. The Contractor shall not maintain "backdoor" access to any system.

- Vendor Transition: In the event of a contract termination, the Contractor shall provide a transition package including all current credentials, license keys, and documentation to ensure a seamless handover to a new provider.

3.5 Florida Electrical & Security Contracting Licensing

Bidder must possess an active, unrestricted license issued by the Florida Electrical Contractors' Licensing Board (ECLB) under Florida Statutes Chapter 489, Part II. Permissible license categories include:

- EC (Certified Unlimited Electrical Contractor): Authorized for all high/low-voltage electrical, access control, and alarm installations statewide.

- EF (Certified Alarm System Contractor I): Authorized for all intrusion, access control, low-voltage, and fire alarm installations statewide.

- EG (Certified Alarm System Contractor II): Authorized for access control, low-voltage, and security video installations statewide (excluding fire systems).

- ES (Certified Electrical Specialty Contractor - Low Voltage): Authorized for low-voltage signal and communications systems operating under 98 volts.

3.5.1 Qualifying Agent Designation: The bid response must identify the designated Primary Qualifying Agent (license holder) registered with the Florida Department of Business and Professional Regulation (DBPR) who will oversee project compliance and code enforcement.

3.6 Local Permitting & Business Tax Compliance

Bidder must hold a valid Local Business Tax Receipt (County/Municipal Occupational License) for the participating agency's jurisdiction and demonstrate the immediate capability to pull all required low-voltage and electrical permits. Bidders must also maintain all applicable state, local, and trade licenses (e.g., Florida Electrical Contractor / Certified Alarm System Contractor licenses if applicable) throughout the contract term and secure all necessary local permits and perform work in strict accordance with Florida Building Code and local agency security standards.

3.7 Minimum Qualification Requirements

The Bidder must meet the following minimum qualification requirements. Bidders that do not meet these minimum requirements will not be considered for award.

3.7.1 The Bidder must have adequate equipment, finances, and personnel to satisfactorily and expeditiously furnish the goods or services offered.

3.7.2 The Bidder must have proper tools, equipment, facilities, and any other requirements to successfully perform the Work. All equipment needed to perform the Work that requires State of Florida certification must have current certification.

3.7.3 The Bidder must employ only qualified operators and workers who are skilled in the performance of the Work. All employees of the Bidder who will work in an HCSO facility or on a Hillsborough County property may be required to have a background check by the HCSO prior to beginning Work. All employees must comply with the HCSO's policies and procedures to include prohibiting the use of any tobacco products on any HCSO property.

3.7.4 By signing the Bid Package, the Bidder certifies that all services provided under the Contract Document resulting from this Bid, by the Bidder and all potential subcontractors, if approved, must be performed in the United States.

3.7.5 The Bidder must be able to provide Genetec Software to include the license costs for all camera installs while also providing annual maintenance and support costs.

3.7.6 The Bidder must be an authorized Genetec Channel Partner or Synergis / Omnicast Channel Partner in good standing at the time of proposal submission. The Bidder shall provide verifiable evidence of authorization, consisting of an official Genetec Credly digital badge link and active Genetec Training ID numbers for all deployment technicians assigned to a specific project. All software licenses must be sourced directly through official Genetec distribution networks to guarantee valid Software Maintenance Agreements (SMA) and eligibility for official Genetec Technical Assistance Center (GTAC) support.

<u>System Baseline & Equivalent Offerings</u>: Genetec software and hardware architectures are currently in use by the HCSO across its facilities. In accordance with Section 5.6 (Manufacturer's Name), equivalent integrated electronic security system software platforms, channel partner credentials, and technical certifications will be accepted for award consideration, provided the Proposer demonstrates full functional, architectural, and operational equivalence, seamless system integration, and zero loss of existing facility functionality to the satisfaction of the HCSO.

3.7.7 The Bidder must be able to provide access control video pedestals that meet HCSO requirements. Requirements can be different at each location and will be provided at the time quote is requested and site walk-through is completed.

3.8 Miscellaneous Requirements

The awarded supplier must provide valid proof of current general business liability insurance and workers' compensation insurance prior to contract award and before commencing any work under the agreement.

Prior to any work on any HCSO premises, all persons will be required to provide their Name, Date of Birth, Address, and Social Security Number to HCSO for any supplemental agreements or actual task orders. All persons must undergo a Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) criminal history record check and have a valid driver's license.

Awarded suppliers must also obtain and complete the Consultant/Contract Personnel Agreement (Form 5086) and the Access to Detention Facilities Form (Form 5166) prior to entering the confines of a detention facility.

3.9 Pricing

Bidders must submit firm, competitive pricing utilizing the Appendix II Pricing Matrix provided herein. The proposed pricing structure shall be governed strictly by the following provisions:

Not-to-Exceed (NTE) Hourly Labor Rates: All hourly labor rates submitted within the "Labor Hours Price Schedule" represent maximum ceiling rates. Awarded Suppliers may invoice Eligible Purchasers at rates lower than those stated in the matrix based on project-specific conditions, but under no circumstances shall invoiced labor rates exceed the contractually awarded hourly rates.

Fully Burdened Rates: Submitted hourly rates must be fully burdened and inclusive of all direct labor costs, indirect costs, overhead, administrative fees, project mobilization, tool costs, truck charges, travel/mileage, and profit margins. No ancillary trip charges or fuel surcharges will be permitted.

Parts and Materials Pricing: Bidders must provide a uniform, single "Percentage Discount" that applies to all parts, components, and materials required for system deployment or maintenance. This percentage discount shall be deducted from the manufacturer's suggested retail price (MSRP) or verifiable base cost.

Audit and Cost Verification: To ensure contract compliance, supporting documentation for the base cost of parts must be made readily available to the HCSO or any Eligible Purchaser upon request during the individual quotation or invoicing phase.

3.10 Location of Work

The location(s) for the performance, completion, or delivery of the Work shall be determined and agreed upon exclusively between the Awarded Supplier and the Eligible Purchaser at the time of the quotation request and acceptance.

3.11 Awarded Supplier Contact Information

The Awarded Supplier must maintain current contact information with the HCSO and the FSA at all times for sales and submission of purchase orders, quarterly reports, and administrative fee payments. If a change in contact information occurs during the term of the contract, the Awarded Supplier must notify the HCSO immediately.

3.12 Frequency

Work will be requested of the Awarded Supplier on an as needed, when needed basis.

3.13 Purchase Orders

Participating agencies must issue a site-specific Scope of Work (SOW) or Statement of Work to awarded vendors, request a detailed quote based on the contracted ceiling rates/discounts, and execute standard Task Orders.

All purchases under this Contract shall be initiated exclusively by a written purchase order ("Purchase Order") issued by an Eligible Purchaser to the Awarded Supplier. No goods or services shall be provided, nor shall any obligation arise, until a valid Purchase Order is issued.

Each Purchase Order shall, at a minimum, include the following information:

- The HCSO solicitation number and title
- The FSA contract number and title
- The HCSO Work Order/ISD Ticket Number
- The Purchase Order issue date
- A detailed description and quantity of the goods and/or services being purchased
- The Eligible Purchaser's legal entity name, authorized contact name, telephone number, and email address

Within fifteen (15) calendar days of receipt of a Purchase Order, the Awarded Supplier shall complete and provide to the Eligible Purchaser, without request, either a Confirmation of Order form or a written affirmation of order acknowledging receipt and acceptance of the Purchase Order. Any additional information required to complete such confirmation shall be obtained by the Awarded Supplier directly from the Eligible Purchaser.

If the Awarded Supplier receives a Purchase Order for goods or services that were not awarded under this Contract, the Awarded Supplier shall notify the Eligible Purchaser and return the Purchase Order within three (3) business days of receipt. Failure to timely notify and return such Purchase Order shall not obligate the Eligible Purchaser to proceed with the order and shall not be construed as acceptance of non-awarded goods or services.

The Awarded Supplier shall be solely responsible for ensuring that all orders are fulfilled in full compliance with the Contract Documents and the applicable Purchase Order. Any nonconforming delivery resulting from the Awarded Supplier's failure to comply with the Purchase Order or Contract requirements shall be corrected at no additional cost to the Eligible Purchaser.

The Awarded Supplier must submit electronic copies of purchase orders to the FSA CPP within 15 calendar days of the purchase order issue date. Electronic copies should be e-mailed to coop@flsheriffs.org. If the Awarded Supplier receives the purchase order 15 or more days after its issue date, the Awarded Supplier must submit the purchase order to the FSA CPP as soon as possible and specify the date received and the reason for delay.

Purchase orders submitted to the FSA CPP must include all of the following:

- The FSA contract number and name

- The Eligible Purchaser's entity name, contact name, phone number and e-mail address
- Purchase order number
- Purchase order issue date
- List of goods/services purchased
- Price of goods/services
- Options by item
- Estimated delivery date

Purchase orders vary in format and information provided. If a purchase order does not include the required information, the Awarded Supplier must submit supplemental documentation to the FSA CPP at the same time the purchase order is due. Such information may be in bid quotes, equipment proposals, confirmation of orders, or other documents. If an Eligible Purchaser does not use purchase orders, written communication from the Eligible Purchaser to the Awarded Supplier will be provided to the FSA CPP.

3.14 Quarterly Reports

Quarterly Reports are the contractual responsibility of each Awarded Supplier. Quarterly reports must be completed electronically. Quarterly reports which do not adhere to the required format or are not complete of all Purchase Orders received and/or deliveries made during the quarter will be returned to the reporting Awarded Supplier for correction.

Quarterly reports are due no later than the 15th day of the month following the end of the quarter. Quarterly reports shall follow the schedule below for the duration of the contract. If a contract extension is executed, the quarterly reports will maintain the same schedule for future reporting.

Quarter 1	October 1 - December 31	Q1 Report Due: January 15
Quarter 2	January 1 - March 31	Q2 Report Due: April 15
Quarter 3	April 1 - June 30	Q3 Report Due: July 15
Quarter 4	July 1 - September 30	Q4 Report Due: October 15

Quarterly reports must be submitted even if there are no sales or no deliveries in a quarter. If Vendor has no sales within a quarter, the Vendor shall indicate "No sales this quarter" or "No deliveries this quarter" to FSA CPP by e-mail to Reports@flsheriffs.org.

The FSA CPP reserves the right to modify the procedure for submitting quarterly reports during the term of the contract. Such a change shall not materially modify the substance of the information to be reported but may change the method by which future quarterly reports are to be submitted. In the event of such a change, the FSA CPP will provide written notice to all Awarded Suppliers of the method by which future quarterly reports are to be submitted.

3.15 Administrative Fee

The FSA CPP charges three quarters of one percent (0.0075) to administer the Contract Document resulting from this Bid. The administrative fee is the contractual responsibility of each Awarded Supplier.

After receipt of payment from contract purchases, the Awarded Supplier shall remit all administrative fees to the FSA CPP no later than 15 calendar days after the end of each quarter. All fees payable to the FSA CPP during any given quarter will be accompanied and supported by a quarterly report.

The administrative fee will remain payable to the FSA CPP, and no relief from payment of the administrative fee, nor any additional charge to recoup the administrative fee, will be permitted if the Awarded Supplier failed to incorporate the administrative fee in its Bid Package pricing. The administrative fee should never be listed as a separate line item on any purchase order or invoice.

The administrative fee shall be calculated based upon the total purchase order value for all new goods and/or services purchased through the contract. The fee shall expressly exclude any value attributed to trade-ins. Furthermore, trade-ins, extended warranties, credits, or other forms of exchange shall not reduce, offset, or otherwise affect the calculation of the administrative fee.

The ACH form for electronic payment or wiring of funds is included in Exhibit B. It is the preference of the FSA CPP that all payments be electronically paid and submitted. If ACH is not available, checks for the cooperative administrative fee can be sent to:

Florida Sheriffs Association
Cooperative Purchasing Program
2617 Mahan Drive
Tallahassee, Florida 32308

The Awarded Supplier shall maintain an accounting of all purchases made by Eligible Purchasers under the Contract Document. The FSA and the HCSO reserve the right to audit the accounting for a period of four (4) years from the date the FSA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the HCSO or the FSA. In the event such audit reveals an underreporting of contract sales and a resulting underpayment of administrative fees, the Awarded Supplier shall promptly pay the FSA the amount of such underpayment and shall be obligated to reimburse the FSA's costs and expenses for such audit.

3.16 Liquidated Damages

The Awarded Supplier warrants that the goods and services supplied to the Eligible Purchaser shall conform in all aspects to the standards set forth herein, and the failure to comply with this condition will be considered a breach of contract. Any liquidated damages levied because of inadequacies or failures to comply with these requirements shall be borne solely by the Awarded Supplier responsible for the same.

Failure to submit the administrative fees with accompanying quarterly reports to the FSA CPP within 15 calendar days following the end of each quarter may result in the imposition of liquidated damages. Awarded Suppliers failing to submit administrative fees and/or quarterly reports will incur liquidated damages in the amount of $25 for each calendar day that the fees and/or reports are past due, beginning on the 16th day following the end of the quarter.

If a civil action is initiated by the FSA to recover administrative fees or liquidated damages as set forth in this section, the prevailing party shall be entitled to its reasonable attorneys' fees and costs incurred in the litigation. The venue shall lie in the Circuit Court for the Thirteenth Judicial Circuit in and for Hillsborough County, Florida.

When quarterly reports are late, liquidated damages are to be included in the Awarded Supplier's quarterly report and administrative fees submission. Liquidated damages that remain unpaid beyond 45 calendar days may result in the FSA CPP, at its sole discretion, implementing contract compliance actions, including but not limited to, suspension, limited participation by specifications or zones, disqualification from future solicitations, or termination for cause pursuant to the terms and conditions of the Contract Document.

Failure to submit the quarterly report on time	$25 per calendar day
Failure to submit the administrative fee on time	$25 per calendar day
Failure to report a purchase order to the FSA CPP within 15 calendar days of the purchase order issue date	$100 per purchase order
Failure to report sales	0.0075 of the sales price plus 1.5% each month following the delivery date

The Awarded Supplier agrees and acknowledges that its failure to take any of the actions specified in the above schedule will result in liquidated damages to the Contract Document resulting from this Bid. The Awarded Supplier agrees and acknowledges that these liquidated damages are not intended to be and do not constitute a penalty, and that these amounts are reasonably calculated to compensate the FSA for the damages it will incur as a result of the Awarded Supplier's failure to take the specified actions.

3.17 Condition of Materials and Packaging

Unless otherwise indicated, it is understood and agreed that any goods offered or shipped on the Contract Document resulting from this Bid must be newly manufactured, latest model and design, and in first-class condition, and that all containers must be new, suitable for storage or shipment, and in compliance with all applicable laws relating to construction, packaging, labeling, and registration.

3.18 Funding

Performance and payment obligations for certain purchasers, including state agencies, are contingent upon an annual appropriation by the Florida Legislature or the applicable governing body. In the event such funds are not appropriated, any resulting contract or purchase order shall automatically terminate without penalty or termination costs.

3.19 Additional Information

Employees of a contracted company or service provider can apply to become a contingent worker. Contingent workers are issued an orange identification badge by the Sheriff's Office Personnel Processing Section and are granted unescorted facility access, unless the contingent worker is performing construction work or installation projects within an inmate-occupied housing unit, pod, or any other operational area such as the kitchen, laundry, servery, or similar locations.

Contingent workers may be removed from the facility or have their access restricted by a shift commander or higher authority. In all such instances, the orange identification badge shall be confiscated, and an incident report shall be generated. The contingent worker's employer and the Personnel Processing Section shall be notified of the situation.

3.20 Recalls

The Bidder shall provide within its Bid Package a detailed description of its process for issuing notifications of product recalls, including the method and timing of such notifications. In the event of any product recall, technical service bulletin, safety notice, or other significant advisory affecting goods or services procured under the Contract resulting from this Bid, the Bidder shall promptly issue written notification to the designated representatives of all participating Eligible Purchasers. Such notifications shall be made in a timely manner sufficient to ensure appropriate and immediate action by the affected parties.

3.21 Security

When applicable, or as specified by the Eligible Purchaser, the Awarded Supplier's personnel and/or subcontractors performing Work at HCSO or Eligible Purchaser facilities shall be escorted by authorized facility personnel at all times. The Awarded Supplier shall acknowledge and accept that Work may be interrupted at any time due to emergency, safety, or security-related situations. No additional costs or charges shall be permitted as a result of such interruptions.

It is further understood that entry and exit times for detention or other secure facilities may vary daily based on security conditions, and no additional compensation shall be provided for delays associated with security clearance or access procedures.

3.21.1 All persons entering any HCSO facility are prohibited from having weapons, cell phones, or tobacco/vaping products in their possession.

3.21.2 All persons entering any HCSO facility are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.

3.21.3 The HCSO detention facilities require all persons to wear long pants, and a shirt with the company logo is preferred. Shorts are not allowed.

3.21.4 All persons entering any HCSO detention facility are prohibited from wearing orange, red, or forest green clothing.

3.21.5 The HCSO detention facilities allow safety vests to be worn when Work requires it, but orange-colored safety vests are prohibited.

3.21.6 All persons entering a secured HCSO facility must have a background check performed before entering the facility.

3.21.7 All workers' vehicles shall be searched upon both entry to and exit from the facility.

END OF SECTION

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Section 4: General Solicitation/Award Process Information

*This document utilizes a standard template. All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section **4.12 Evaluation Criteria** rather than price alone.*

4.1 Supplier Diversity

The HCSO shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the project, including but not limited to those relating to the Americans with Disabilities Act (ADA).

To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD-certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE), Veteran-Owned Small Business (VOSB/SDVOSB), and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.

4.2 Disadvantaged Businesses

As part of the solicitation process, the HCSO makes information publicly available to potentially qualified entities, and conducts additional outreach to qualified:

- Small business enterprises
- Minority-owned small businesses
- Veteran-owned small businesses
- Women-owned small business enterprises
- Disadvantaged business enterprises

The HCSO takes necessary affirmative steps to ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used, when possible, as recommended by 2 C.F.R. § 200.321. The HCSO will:

- Evaluate whether small, minority, women's, and veteran-owned businesses are potential sources.
- Place those qualified small, minority, women's, and veteran-owned businesses on solicitation lists.
- Search the Small Business Administration and the Minority Business Development Agency of the Department of Commerce for additional potential sources

Bidders are instructed to self-certify in their Bid Package whether they meet the state and federal definitions of a small business, minority-owned small business, women-owned small business enterprise, and/or disadvantaged business.

4.3 Acceptance and Rejection of Bid Package

The HCSO reserves the right to reject any or all Bid Packages, for cause, to waive irregularities, if any, and to accept the Bid Package(s) that, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to examine, add, and/or reject any items from any Bid or resulting contract(s) when deemed to be in the best interest of the HCSO.

4.4 Next Best Bidder

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

4.5 Additions or Deletions to the Bid or Resulting Contract

The Hillsborough County Sheriff's Office (HCSO) reserves the right to add or delete any items from this Bid or any resulting contract(s) when such action is determined to be in the best interest of HCSO.

Any additions or deletions made prior to contract execution shall be considered Bid Amendments.

Any additions or deletions made after contract execution shall constitute a Change Order, which must be executed in writing and approved by the Chief Financial Officer (CFO).

The Change Order shall include a memorandum to the CFO, prepared by the designated Procurement Specialist, detailing the justification for the modification. The memorandum must be accompanied by the Awarded Supplier's written price quotation for each item to be added or deleted. Upon CFO approval, the modification will be incorporated into the existing contract and reflected on the original Bid tabulation and price sheet.

4.6 Modification Requests By Vendor

A Vendor may formally request the addition or deletion of a good (item) or service from an existing contract. Any proposed modification must remain within the original scope and intent of the contract. HCSO reserves the exclusive right to determine whether the requested modification aligns with the contract's intent and serves the best interest of HCSO and any potential eligible purchasers. Approved requests shall be processed as Change Orders.

To initiate a modification request, the Vendor shall submit a formal written request to the HCSO Purchasing Section at purchasing@hcso.tampa.fl.us.

The request must be accompanied by at least (3) three of the following, or like, supporting documents:

- Justification for the proposed modification
- Pricing support documentation
- Product literature or specifications
- Completed price proposal template

- Applicable market rate sheets or comparable pricing data

HCSO will review the submitted documentation to verify the fairness and reasonableness of the proposed pricing prior to approval or denial of the request as outlined in 4.5 Additions or Deletions to the Bid or Resulting Contract.

4.7 Award

Award shall be made to the most responsive and responsible Bidder(s) whose proposal is determined to best satisfy the specifications, pricing, and other evaluation criteria set forth herein. The Hillsborough County Sheriff's Office (HCSO) reserves the right to make award(s) on an individual line-item basis, by group, or in the aggregate, whichever is determined to be in the best interest of the HCSO and/or participating Eligible Purchasers.

To ensure the timely and efficient completion of the Work, the HCSO further reserves the right to make multiple awards if, in its sole discretion, such action is deemed to be in the best interest of the HCSO and/or the Eligible Purchasers.

If the HCSO awards the contract, in whole or in part, to multiple Bidders, orders will be placed on an as-needed basis. The selection of which Awarded Supplier an Eligible Purchaser will place an order with may depend on price, lead time, and other operational requirements at the time of the order.

The HCSO intends to award a cooperative contract to each Proposer whose Proposal is determined to be responsive and responsible and receives a final evaluated score of at least 70 points out of 100. The 70-point threshold is the minimum qualifying score and applies to the total score, including the cost and qualitative evaluation categories. Proposals scoring below 70 points will not qualify for award.

Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at time of the award. All Bidders responding with a Bid Package will receive a copy of the Bid tabulation.

Notification of Award will be sent to the Bidder(s) receiving the award. Bid results will be published on the HCSO website at https://TeamHCSO.com/Purchasing and Euna OpenBids at https://www.demandstar.com/.

If two (2) or more Bidders submit equally low and qualified Bid Packages, preference may be given to the Bidder whose principal place of business is located within the State of Florida. If all Bidders involved in the tie are either located within Florida or all located outside the state, the tie may be resolved by a coin toss.

4.8 Determination of Responsiveness

Determination of responsiveness will take place at the time of Bid Opening and evaluation. To be deemed a responsive Bidder, the Bid Package must conform in all material respects to the requirements stated in the Bid.

4.9 Responsible Supplier Criteria

Bid Packages will be verified to determine if qualifications and requirements are met. Bid Packages that do not meet all requirements of this Bid or fail to provide all required information, documents, or materials may be rejected as non-responsive. The HCSO will not request documentation of, consider, or give preference to a Bidder based on the Bidder's social, political, or ideological interests, when determining if the Bidder is a responsible Bidder.

Bidders whose responses, past performance, or current status do not reflect the capability, integrity, or reliability to fully, and in good faith, perform the requirements detailed in the Bid may be rejected as non-responsible. In determining a responsible Bidder, the following factors may be considered:

- Adequacy of facilities, staffing, and financial resources
- Previous experience with HCSO contracts or other similar government contracts
- Ability to provide excellent customer service, including on previous HCSO contracts
- Any other information relevant to the responsibility of a Bidder of which the HCSO is aware.

In addition to the requirements set forth by these terms and conditions, the HCSO reserves the right to request staffing, performance, and financial information from any Bidder during the evaluation process.

The HCSO reserves the right to determine which responses meet the requirements, specifications, and terms and conditions of the Bid, and which Bidders are responsive and responsible.

The HCSO further reserves the right to limit participation of Bidders who, in HCSO's sole discretion, are determined to present responsibility concerns that call into question the Bidder's ability to perform but that do not rise to the level of deeming the Bidder non-responsible.

4.10 Basis for Award

To provide Eligible Purchasers with a robust purchasing mechanism facilitated by the FSA, the HCSO intends to award multiple qualified suppliers. The HCSO shall make an award to the qualified, responsive, and responsible Bidder(s) who submitted reasonable offers.

Additionally, each Bidder must be registered to conduct business in the State of Florida on SunBiz.gov at the time of Contract Document execution.

The HCSO intends to award a cooperative contract to each Proposer whose Proposal is determined to be responsive and responsible and receives a final evaluated score of at least 70 points out of 100. The 70-point threshold is the minimum qualifying score and applies to the total score, including the cost and qualitative evaluation categories. Proposals scoring below 70 points will not qualify for award.

4.11 Evaluation Method

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 Section 4.12, Evaluation Criteria, 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.

To ensure an objective, independent review, the Evaluation Committee shall evaluate and score only the Qualitative criteria (Categories 2 through 5, Max 85 Points). Committee members will not receive or review pricing submission sheets.

The Evaluation Committee will consist of at least three members. Based on workload and member availability at the time of evaluation, the committee may include HCSO personnel, personnel from other Eligible Purchasers, or both. The committee will score the criteria in Section 4.12, Evaluation Criteria, to assess each Proposer's overall capability.

The Assigned Buyer will calculate Category 1 Cost Scores (Max 15 Points) using the net composite benchmark formula:

$$\text{Net Benchmark Price} = (\text{Sum of Proposer Labor Rates 1a \& 1b}) \times (1 - \text{Composite Material Discount \%})$$

$$\text{Cost Score Awarded} = \text{ROUND}\left(\left(\frac{\text{Lowest Net Benchmark Price in Pool}}{\text{Proposer Net Benchmark Price}}\right) \times 15{,}2\right)$$

The Assigned 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 and eligible purchasers, request a Best and Final Offer from the top ranked respondents.

4.12 Evaluation Criteria (100 Total Points)

Evaluators shall review and score each qualitative section (Categories 2 through 5) on a standardized 1 to 10 scale. The Assigned Buyer will apply the contractual weighting multipliers to convert raw 1–10 scores into the final 85-point qualitative subtotal.

The Evaluation Committee will evaluate responsive and responsible Proposals based on the following weighted criteria for scoring sections:

- **Category 1: Cost Proposal (15 Points) — *Assigned Buyer Only***

  Evaluates standard (1a) and after-hours (1b) NTE labor rates and parts/materials percentage discounts. Points are awarded relative to the lowest net composite benchmark price in the response pool.

  Calculation Methodology:

  - Sum of Proposer Labor Rates: Sum of all 12 line-item labor roles (6 standard + 6 after-hours/holiday) from Appendix II. Note: "Other" categories are excluded from the net benchmark evaluation score.

  - Composite Material Discount %: Average percentage discount across solicitation-defined material categories, excluding "Other."

  - Net Composite Benchmark Price:

    $$\text{Benchmark Price} = \text{Sum of Proposer Labor Rates} \times (1 - \text{Composite Material Discount \%})$$

  - Relative Pricing Score Allocation (Max 15 Points):

$$\text{Cost Score} = \text{ROUND}\left(\left(\frac{\text{Lowest Benchmark Price in Pool}}{\text{Proposer Benchmark Price}}\right) \times 15{,}2\right)$$

Calculation Example: If a vendor's sum of the 12 primary labor rates is $\$600.00$ and their average material discount is 10% (0.10), their Net Benchmark Price is $\$600.00 \times (1 - 0.10) = \$540.00$. Cost points are awarded inversely based on how close each vendor's benchmark is to the lowest benchmark in the qualified response pool.

- **Category 2: Firm Qualifications & Certifications (25 Points) — *Evaluation Committee***
  Evaluates active Florida ECLB licensing (EC/EF/EG/ES), DBPR Primary Qualifying Agent designation, Genetec Channel Partner tier (Synergis/Omnicast) or equivalent certification/capability, Credly digital badge links, and GTAC or equivalent manufacturer direct support access.

- **Category 3: Operational Capacity & Service Level Agreements (10 Points) — *Evaluation Committee***
  Evaluates local Tampa Bay staffing, 24/7/365 dispatch, guaranteed $\leq$ 2-hour Tier 1 emergency response and $\leq$ 24-hour routine response, and background check compliance (FCIC/NCIC, Form 5086/5166).

- **Category 4: Technical Solution & System Design (30 Points) — *Evaluation Committee***
  Evaluates system architecture, Genetec integration plans, access control video pedestals, compatibility, redundancy, cybersecurity, and lifecycle support roadmaps.

- **Category 5: Past Performance & Project History (20 Points) — *Evaluation Committee***
  Evaluates a minimum of 3 verifiable public sector/law enforcement references for similar scopes, contract compliance history, and proven delivery on time/budget.

4.13 Protests

Any prospective Bidder that disputes the reasonableness or appropriateness of the Notice of Award, or notice of rejection, for any or all Bids, must submit a written notice of protest 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.

4.13.1 The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Procurement Specialist 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 issue. Upon completion of this review process, the Procurement Specialist will make a recommendation to the CFO.

4.13.2 The CFO may concur with the recommendations or arrive at a separate decision. The decision of the CFO will be communicated to the protesting 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 receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is allowable by submitting a written notice within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) requesting a management review of the decision. The final decision of an appeal will be made by the Sheriff.

4.14 Shipments and Delivery

Products ordered must be delivered in accordance with the delivery timelines specified in the Bid Package. Failure to meet these requirements shall constitute a breach of contract or default, allowing the HCSO to exercise its rights and remedies as outlined herein.

Upon receipt of a purchase order, the Awarded Supplier(s) shall ship the ordered goods to the HCSO or Eligible Purchaser within the time frame stated in the written estimate. If shipment cannot be made within the specified period, the Awarded Supplier must promptly notify the HCSO or Eligible Purchaser, provide the reason for the delay, and supply a revised estimated shipping date. If the revised delivery schedule is not acceptable, the HCSO or Eligible Purchaser reserves the right to cancel the order. All deliveries shall be freight prepaid, F.O.B. destination.

Deliveries under this Bid shall occur during the normal business hours of the HCSO or the applicable Eligible Purchaser. It is the responsibility of the Awarded Supplier to confirm these business hours prior to delivery.

Any back-ordered products must be fulfilled within sixty (60) calendar days from the original order receipt date. If the backorder cannot be completed within this timeframe, the HCSO or applicable Eligible Purchaser must be notified in writing. Upon notification, the HCSO or Eligible Purchaser may procure the required materials or items elsewhere and/or exercise its contractual options as provided herein.

If material deliveries need to be completed prior to or during an HCSO project, they may be shipped to the following address unless otherwise directed within the issued purchase order:

Hillsborough County Sheriff's Office
Information Services Division
10136 Windhorst Rd.
Tampa, Florida 33619

4.15 Claims for Damaged/Missing Items

The Awarded Supplier will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.

4.16 Invoicing and Payments

The Awarded Supplier shall invoice the Hillsborough County Sheriff's Office (HCSO) or the Eligible Purchaser for Work completed and/or items delivered. All invoices must contain a unique invoice number and must reference the corresponding HCSO or Eligible Purchaser purchase order number.

Invoices shall be submitted via email to AccountsPayable@HCSO.Tampa.FL.US, or to the designated Eligible Purchaser's Accounts Payable email address as specified in the purchase order or quotation request.

4.16.1 At a minimum, all invoices for Goods Shipped and/or Services shall include:

- Site location where the Work was performed
- Ship-to location, items shipped, including quantity and stock number
- Description of Work completed

- A statement that all Work completed meets state and local codes
- As applicable, costs for supplies, parts, and equipment use plus percentage markup (cost + percentage markup). Supporting documentation for the Awarded Supplier's parts cost must be readily available for review by the Eligible Purchaser.
- As applicable, labor hours by labor type, labor hourly rate, and labor total (labor hours x labor rate).
- The corresponding purchase order number
- The FSA contract number

4.16.2 Invoices for HCSO must also include:

- The corresponding HCSO ISD Work Order/ IT Ticket Number
- HCSO's solicitation number and title

4.16.3 ACH and HCSO Purchasing Card (P-Card) are the accepted methods of payment. Please inquire at (813) 247-8276 or AccountsPayable@HCSO.Tampa.FL.US. Eligible Purchasers may provide their own designated payment contact information and instructions.

4.16.4 Payment Terms for purchases by the HCSO or an Eligible Purchaser subject to Part VII of Chapter 218, Florida Statutes, payment for goods and services other than construction services is due within 45 days after the date determined under Sections 218.73 and 218.74, Florida Statutes. Payment for construction services is due within the time established by Section 218.735, Florida Statutes: 25 business days after the payment request or invoice is stamped as received when prior agent approval is required, or 20 business days after it is stamped as received when prior agent approval is not required. The applicable Eligible Purchaser shall identify the invoice recipient and any required approval process in the purchase order, task order, or other written notice. Invoice review, rejection, disputed amounts, and statutory interest are governed by applicable law. For purchases by Eligible Purchasers not subject to Part VII of Chapter 218, Florida Statutes, payment terms and any applicable interest are governed by that purchaser's applicable laws and the purchase order or task order.

4.17 Escalation/De-escalation in Pricing

The HCSO will allow an escalation/de-escalation provision in the Contract Document that results from this Bid. The Awarded Supplier(s) shall have the opportunity to adjust the prices set herein during the renewal period for each term of the Contract Document. To be considered, any request for price escalation or de-escalation must be submitted by the Awarded Supplier(s) to the HCSO's Financial Services Division no less than sixty (60) calendar days prior to the end of each renewal period. Any proposed price escalation must result from circumstances beyond the reasonable control of the Awarded Supplier, including but not limited to force majeure events or other uncontrollable market factors, and shall not exceed the actual percentage increase imposed by the supplier or manufacturer. At the time of submission, the Awarded Supplier shall provide written documentation substantiating the price adjustment, as received from its supplier or manufacturer. Said substantiation shall be in the form of invoices, receipts, and/or other appropriate documentation showing the cost in effect at the time the Bid Package was submitted versus the cost in effect at the time of the price escalation request. Any price escalation must be substantiated to the satisfaction of the HCSO and shall only be effective upon acceptance by the HCSO in writing.

If no request for price adjustment is received from the Awarded Supplier, the HCSO will assume the Awarded Supplier agrees that the optional term may be exercised without a price adjustment. Any adjustment request received after the execution of an extension may not be considered unless otherwise provided for in the Contract Document.

A price escalation request outside of the renewal process may be approved. The request must reference and include any source materials used as the basis for escalation justification, but must not include information that pre-dates the initial term of the Contract Document that results from this Bid. The request must also include the same written substantiation documentation as mentioned in the paragraph above. The HCSO will research the Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related sources and conduct an analysis to determine: 1) if the submitted justification and source materials are sufficient, 2) if the requested price escalation is fair and reasonable, and 3) if approving the request is in the HCSO's best interest. The HCSO reserves the right to negotiate, accept, or reject the request, or terminate the Contract Document and resolicit the commodities.

4.18 Renewal

Prior to the expiration of the initial term of the Contract Document that results from this Bid or any subsequent renewals, upon written mutual agreement between the HCSO and the Awarded Supplier, the Contract Document may be extended for up to three (3) additional two (2) year periods. Contract extensions that do not alter any terms and conditions outlined in the Contract Document or this Bid may be executed by the HCSO's Financial Services Division through a renewal process. Renewals require a bilateral signature process, whereby both parties can extend the Contract Document's duration under the same terms and conditions, or with an added price increase. Any modifications to the terms and conditions stated in the Contract Document or the Bid require written mutual consent between the HCSO and the Awarded Supplier, in the form of an amendment to the Contract Document.

4.19 Contract Extension

The Contract Document resulting from this Bid may be extended by mutual agreement between the HCSO and the Awarded Supplier. The HCSO reserves the right to execute any available renewals, negotiate a contract extension, or to allow the contract to fully or partially expire – in whole or in part - and readvertise for Bid Packages, as determined to be in the best interest of the HCSO and the Eligible Purchasers.

The Awarded Supplier may request price adjustments at the time of contract extensions as provided for herein. See Section 4.17, for information on escalation and de-escalation in pricing.

4.20 Default

The Contract Document resulting from this Bid may be canceled or nullified, in whole or in part, by written notice of default issued by the HCSO's Chief Financial Officer (CFO) to the Awarded Supplier(s). For purposes of this agreement, "default" shall mean any failure to perform in accordance with the terms, conditions, or requirements of the Invitation to Bid, the Bid, and executed Contract, including but not limited to non-performance, delay, or violation of any contractual provision.

In the event of such default, an award may be made to the next most responsive and responsible Bidder based on the evaluation criteria, or the specified commodities and/or services may be procured on the open market. Failure of the Awarded Supplier to deliver goods and/or services within the time frame specified in the Bid package, unless an extension has been granted in writing by the Financial Services Division, shall constitute a contract default.

Awarded Suppliers found in default may be removed from the HCSO supplier list and deemed ineligible for future contract opportunities at the sole discretion of the CFO.

4.21 Cancellation

When deemed to be in the best interest of the HCSO, any Contract Document(s) resulting from this Bid may be cancelled by the following means:

- 10 calendar days' written notice with cause, or
- 30 calendar days' written notice without cause

If it becomes necessary to terminate the Contract Document without cause, all goods and/or services provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and/or other Eligible Purchasers and will be considered for payment, providing documentation of said expenses is forwarded with the request for payment. An award may be made to the next best responsive Bid Package and responsible Bidder based on evaluation, or specified commodities similar to those terminated may be purchased on the open market.

END OF SECTION

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Section 5: General Legal Information

*This document utilizes a standard template. All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section **Error! Reference source not found.** rather than price alone.*

5.1 E-Verify Requirement

Pursuant to § 448.095, Florida Statute, the Sheriff requires the Awarded Supplier, and any and all subcontractors, if permitted by agreement, to register with and utilize the E-Verify internet-based system to verify the work authorization status of all newly hired employees. If the Awarded Supplier enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier shall maintain a copy of such affidavit for the duration of the contract. Additional information about E-Verify is available at https://www.e-verify.gov/.

5.1.1 If the Sheriff has a good faith belief that the Awarded Supplier has knowingly violated § 448.09(1), Florida Statute, the Contract Document that resulted from this Bid will be terminated.

5.1.2 If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier and require the Awarded Supplier to immediately terminate the contract with the subcontractor.

5.1.3 Termination of any and all contracts and/or subcontracts as provided above does not constitute a breach of contract and may not be considered as such.

5.1.4 If the Sheriff terminates a contract with an Awarded Supplier as provided above, the Awarded Supplier may not be awarded a contract for at least one (1) year after the date on which the contract was terminated.

5.1.5 The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

5.2 Anti-Discrimination

The Awarded Supplier certifies that they comply with all applicable federal, state, and local laws, regulations, and executive orders pertaining to non-discrimination and equal employment opportunity. The Supplier agrees that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic under applicable law.

5.3 Severability of Provisions

The covenants and provisions contained herein are separate and independent and in the event any section, paragraph, or provision herein shall be declared invalid, illegal, or unenforceable in any respect for any reason, the same will not affect any other section, paragraph, or provision in this document, which should be construed as if such invalid, illegal, or unenforceable section, paragraph, or provision had never been contained herein.

5.4 No Waiver

No failure or delay on the part of any party hereto in exercising any right, power, or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. Any waiver granted hereunder must be in writing and shall be valid only in the specific instance in which given.

5.5 Public Entity Crimes

Pursuant to §§ 287.132-.133, Florida Statutes, 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, Florida Statute, for Category Two ($35,000) with any person or affiliate on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to § 287.133(3)(f), Florida Statute. If you submit a Bid Package in response to this Bid, you are certifying that §§ 287.132-133, Florida Statutes, does not restrict your submission.

5.6 Manufacturer's Name

Any manufacturers' names, trade names, brand names, information, and/or catalog numbers when furnished are for the purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive, and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO, and such determination shall be final and binding upon all Bidders. The HCSO will not allow substitutions to the brand name, model number, or the configuration of the requested equipment or service unless authorized in writing. All items not specifically mentioned but which are standard factory items shall be included. Manufacturers' specification sheets shall be furnished upon request.

5.7 Independent Contractors

Nothing herein shall be construed to create any relationship of employer and employee, agent and principal, partnership, or joint venture between the Parties. Each Party is an independent contractor. Neither party shall assume, either directly or indirectly, any liability of or for the other party. Neither party shall have the authority to bind or obligate the other party, and neither party shall represent that it has such authority.

The relationship of an Awarded Supplier to the HCSO under the Contract Document that results from this Bid shall be that of an independent contractor. The Contract Document shall not be construed to create an employment relationship between the Parties. The Awarded Supplier(s) shall be responsible for payroll, payroll taxes (including Federal and State Withholding taxes, Federal Social Security taxes, and State Unemployment taxes); costs of any background checks, uniforms, and all other expenses of the Awarded Supplier in conjunction with the performance of this Contract Document.

5.8 Assignment of Contract

The Awarded Supplier(s) will not assign, transfer, convey, or otherwise dispose of the Contract Document that results from this Bid or any part thereof, or of its right title or interest therein, or its power to execute the Contract Document or any amendment or modification hereto, to any other person, company, or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy, or reorganization shall be considered an assignment.

5.9 Conflict of Interest

The Awarded Supplier agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of the HCSO's compliance with § 112.313, Florida Statute, 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 thereof, 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.

5.10 Governing Law and Jurisdiction

The Contract Document that results from this Bid and all amendments, modifications, alterations, supplements, and any disputes or claims arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of Florida. The Parties hereto irrevocably agree that the Thirteenth Judicial Circuit in and for Hillsborough County or U.S. District Court for the Middle District of Florida shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

5.11 Familiarity with Law

The Awarded Supplier 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 Awarded Supplier will in no way relieve them from responsibility.

5.12 Laws, Statutes, and Ordinances

The terms and conditions of the Bid and the resulting Contract Document shall be construed in accordance with the laws and statutes of the State of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this Bid and to the resulting Contract Document. While the Sheriff is not bound by Chapter 287, Florida Statutes, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

5.12.1 The Awarded Supplier's attention is directed to the fact that all applicable Federal, State, and local laws, ordinances, codes, rules, and regulations shall apply to the Contract Document, and they will be deemed to be included in the Contract Document the same as though written therein. Florida law will govern all questions concerning the interpretation and execution of the Contract Document and shall also be controlling in any cause of action brought pursuant to the Contract Document.

5.12.2 The Awarded Supplier agrees that it shall observe and obey all the laws, ordinances, regulations, and rules of the federal, state, county, and city which may be applicable to its services, as well as the Standard Operating Procedures of the HCSO.

5.13 Federal and State Standards

It is the intent of the HCSO that all specifications herein are in full and complete compliance with all Federal and State of Florida laws, requirements, and regulations applicable to the type and class of commodities and contractual services being provided.

In addition, any applicable Federal or State legal or regulatory requirements that become effective during the term of the Contract Document that results from this Bid, regarding the items and services specifications, safety, and environmental requirements, shall immediately become part of the Contract Document. The Awarded Supplier shall meet or exceed any such requirements of the laws and regulations. If an apparent conflict exists, the Awarded Supplier will contact the FSA CPP immediately.

5.14 Federal Funding Certification

Suppliers have the option to certify their willingness to accept purchase orders that are funded, in whole or in part, with federal funds. Suppliers may self-certify by completing and signing the Federal Grant Compliance Certification included in Appendix I and submitting it with their bid response.

By signing this certification, the Supplier acknowledges and agrees to comply with all applicable federal requirements outlined in Appendix I for federally funded purchases. This certification is optional and not a mandatory requirement of this Invitation to Bid or any resulting contract.

Suppliers are, however, required to indicate whether they opt in or opt out of accepting federally funded purchase orders. It shall be the responsibility of the Eligible Purchaser to verify each Supplier's compliance status prior to issuing a purchase order using federal funds or requesting reimbursement from a federally funded source. See also Section 3.13.

5.15 No Exclusivity

The Parties expressly acknowledge that this Bid and resultant Contract Document does not create an exclusive relationship between the Parties. The HCSO is free to engage others to perform services of the same or similar nature to those provided by the Awarded Supplier, and the Awarded Supplier shall be entitled to offer and provide services to others, solicit other clients, and otherwise advertise the services offered by the Awarded Supplier.

5.16 Information and Descriptive Literature

In their Bid Package, the Bidder must furnish all information requested in this Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature, and/or complete specifications covering the goods and/or services offered. References to literature submitted with previous responses will not satisfy this provision. Bid Packages which do not comply with these requirements will be subject to rejection.

5.17 Compliance with Occupational Safety and Health Act (OSHA)

The Bidder certifies that all materials/items contained in their Bid Package meet all OSHA requirements, if applicable.

5.18 Emergency

If and when an emergency requirement should occur, the HCSO reserves the right to deviate from the Contract Document that results from this Bid and procure the goods and/or services from the most available source.

5.19 Appropriation of Funds

The HCSO is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners (BOCC) 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 such a contract is executed and entered into, and for which that 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 Document, provide prompt written notice of such event and, effective 30 calendar days after 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 Document.

5.20 Florida Sheriffs Association

The HCSO has partnered with the FSA to make the contract prices and terms that result from this Bid available through FSA's CPP to FSA; any unit of local government, political subdivision, or agency of the State of Florida, including but not limited to counties, municipalities, sheriffs' offices, clerks, property appraisers, tax collectors, supervisors of elections, school boards or districts, water management districts, other special districts, police and fire departments, emergency response units, state universities and colleges, or other state, local, or regional government entities within the State of Florida; and any Eligible User, as defined in F.A.C. 60A-1.001(2), jointly the "Eligible Purchasers".

In addition, Contract Documents that result from this Bid may be extended and guaranteed to other entities, which can include out-of-state sales, in accordance with Awarded Suppliers' and manufacturers' agreements. Awarded Suppliers that wish to extend contract pricing to entities other than those defined above are governed by their manufacturers' agreements and must agree to the terms and conditions therein.

All transactions, purchase orders, invoices, and payments between the Awarded Supplier and an Eligible Purchaser will occur directly between the Awarded Supplier and each Eligible Purchaser individually. The Awarded Supplier must communicate directly with each Eligible Purchaser regarding the placement of orders, issuance of purchase orders, invoices, payments, and contract disputes.

5.21 Force Majeure

Notwithstanding anything to the contrary contained herein, neither party shall be liable for any delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, shortage of supply, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labor difficulties, or civil unrest. Notwithstanding the foregoing, in the event of such an occurrence, each party agrees to make a good faith effort to perform its obligations hereunder.

5.22 Certificate of Insurance

The policy(ies) shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff.

The Awarded Supplier shall not commence any work in connection with this Contract until he has obtained and provided copies of the same to the HCSO, nor shall the Awarded Supplier allow any Subcontractors to commence work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved. All insurance policy(ies) shall be with insurers qualified to do business in Florida. Sixty calendar days' notice of cancellation, non-renewal, or change in the insurance coverage is a requirement.

5.22.1 Workers' Compensation Insurance

The Awarded Supplier shall take out and maintain during the life of the Contract Document resulting from this Bid, Workers' Compensation Insurance as per statutory minimum requirements for all of their employees connected with the Work of this project and, in case any Work is sublet, the Awarded Supplier shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Awarded Supplier. Such insurance shall comply fully with the Florida Workers' Compensation Law. In case any hazardous Work under the Contract Document resulting from this Bid at the site of the project is not protected under the Workers' Compensation statute, the Awarded Supplier shall provide, and cause each subcontractor to provide, adequate insurance satisfactorily to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

Employer's Liability:

- $100,000 Limit each accident
- $500,000 Limit each aggregate
- $100,000 Limit disease each employee

5.22.2 Contractor's Public Liability and Property Damage Insurance

The Awarded Supplier shall take out and maintain during the life of the Contract Document resulting from this Bid, Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance and shall protect itself from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under the Contract Document resulting from this Bid whether such operations be by the Awarded Supplier or by anyone directly or indirectly employed by the Awarded Supplier, and the amounts of such insurance shall be the minimum limits as follows:

Comprehensive General:

- $300,000 bodily injury and property damage, combined single limit

Automobile:

- $300,000 bodily injury and property damage, combined single limit

5.22.3 Professional Liability Insurance (to the extent applicable to the Work to be performed)

The Awarded Supplier shall take out at its own expense, during the life of the Contract Document resulting from this Bid, Professional Liability Insurance in the amounts of:

Professional Liability:

- $500,000 per occurrence, and
- $1,000,000 aggregate

5.22.4 Comprehensive Insurance Coverage (to the extent applicable to the Work to be performed)

5.22.5 The Awarded Supplier shall take out and maintain during the life of the Contract Document resulting from this Bid, Comprehensive General Liability Insurance, and Comprehensive

Automobile Insurance, and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under the Contract Document resulting from this Bid, whether such operations be by the Awarded Supplier or by anyone directly or indirectly employed by the Awarded Supplier, and the amounts of such insurance shall be the minimum limits as follows:

Bodily Injury:

- $300,000 per person per occurrence

Property Damage:

- $300,000 per occurrence

Automobile Liability:

- $300,000 bodily injury and property damage, combined single limit

Garage Liability:

- $1,000,000 each occurrence, combined single limit

Garage Keepers Liability:

- $100,000 collision and comprehensive per vehicle

5.22.6 An Eligible Purchaser may, at its sole discretion, negotiate alternate insurance requirements through a separate supplemental agreement executed between the Eligible Purchaser and the Awarded Supplier, provided that such alternate requirements satisfy the insurance standards and risk management needs of the Eligible Purchaser.

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5.23 Public Record

Any material submitted in response to this Bid will become a public document pursuant to § 119.07, Florida Statute. This includes material which the Bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after Bid Opening pursuant to § 119.07, Florida Statute. The Bidder agrees to comply with § 119.0701, Florida Statute, regarding maintenance and provision of access to all public records generated by the Contract Document with the HCSO that results from this Bid.

The HCSO requires that, at the conclusion of the selection process, the contents of all the Bid Packages 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 Package must be clearly stated in the Bid Package itself, and a redacted electronic copy must be provided by the Bidder. 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 Statute, to the Bidder's duty to provide public records relating to the Contract Document resulting from this Bid, contact the custodian of public records at:

Hillsborough County Sheriff's Office
Records Section - Freddie Solomon Annex
1900 East 9th Avenue
Tampa, Florida 33605

The Records Custodian may also be reached at (813) 247-0960 or rec_request@HCSO.Tampa.FL.US.

END OF SECTION

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Section 6: Bid Package

*This document utilizes a standard template. All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section **Error! Reference source not found.** rather than price alone.*

6.1 Bidder Order Instructions

Describe the preferred method of contact to request service, to be cited on tabulation.

Company Name:

Contact Name and Title:

Address:

City:	State:	Zip Code:
Office Phone:	Mobile Phone:	Fax:

E-mail Address:

Company Website:

6.2 Bid Contact Information

Provide the contact information for the individual submitting this Bid Package and ensuing Contract Document.

Company Name:

Contact Name and Title:

Address:

City:	State:	Zip Code:
Office Phone:	Mobile Phone:	Fax:

E-mail Address:

Describe below the preferred method of contact for questions regarding this Bid Package:

6.3 Exceptions to Bid

The following represents every deviation (itemized by paragraph number) to the foregoing sections of this Bid. If there is no deviation or exception, please write "N/A".

All Bidders should carefully read the entire document. Any deviation or exception (below) may cause their Bid Package to be rejected by the HCSO.

6.4 Pricing Matrix

Bidders must submit fully burdened ceiling NTE hourly rates for all 6 standard (1a) and 6 after-hours (1b) labor categories, as well as percentage discounts off MSRP across all 4 primary material categories and "Other" as applicable. Subcontractor markups on labor or materials are strictly prohibited; Awarded Suppliers utilizing approved subcontractors on individual task orders must bill at or below the master contract ceiling rates.

Primary labor rates will be summed and adjusted by the average material discount percentage to form a single Net Composite Benchmark Price for relative cost scoring (Max 15 Points). Subcontractor markups are not collected separately and are prohibited unless explicitly authorized under task-specific statements of work. Please see attached Appendix II Pricing Matrix.

Evaluation Scope Notice: The Appendix II Pricing Matrix includes primary standard/after-hours labor roles and material discount lines that feed the Net Composite Benchmark Price formula (Max 15 Points). Any optional or custom line items (such as 'Other') submitted by Bidders are permitted for future task order use but will **not** be included in the relative cost evaluation calculation.

Below are descriptions of the required Hourly Labor Rates, After Hours/Holiday Labor Rates & Parts and Materials Price Schedule:

- Project Management
- Installation Technician
- Installation Technician (Helper)
- Application Engineer
- Draftsman/CADD Technician
- Clerical (O&M Documentation)
- Parts & Materials Discount Percentage

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6.5 Statement of No Participation

If, for any reason, you are unable or do not desire to participate in this Bid, please complete and return this Statement of No Participation to the e-mail Purchasing@HCSO.Tampa.FL.US or by fax to (813) 242-1826. Your choices or comments below will assist us in properly notifying you of future opportunities.

Specifications		Nature of Award	
_____	Specifications are too "tight" (i.e., limited to one brand or manufacturer)	_____	Insufficient time was provided for response
_____	Unable to meet specifications	_____	Product or an equivalent is not offered
_____	Specifications are unclear	_____	Other

Please provide an explanation:

_____

_____

_____

_____

_____

_____

We request to:

_____	Remain on the HCSO's list for future solicitations in this service category	_____	Be removed from the HCSO's list for future solicitations in this service category

Company Name: _____

Officer Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Mobile Phone: _____ Fax: _____

E-mail Address: _____

Signature of Officer _____ Date: _____

6.6 Affirmation and Declaration (signature required)

At this present time, we understand all requirements and warrant that as a Bidder we will comply with all the stipulations included in the Bid. 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:

- The Bidder is of lawful age and that no other person, firm, or corporation has any interest in this Bid Package;
- That this Bid Package is submitted without any understanding, agreement, or connection with any other person, firm, or corporation submitting a Bid Package for the same purpose, and is in all respects fair and without collusion or fraud;
- 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;
- That no officer, employee, or person whose salary is payable in whole, or in part, from the HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise, in this Bid Package; in the performance of the Contract Document resulting from this Bid; 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 Package shall remain open for 120 days following the Bid Opening.

6.6.1 Signature of Acknowledgement

The general terms and conditions outlined in the preceding pages are acknowledged. Our Bid Package is attached.

Respectfully submitted by:

Company Name	
Company Officer Name (Printed)	Date
Company Officer (Signature)	Title

6.7 Bid Checklist

To ensure your submission is found responsive, please ensure you have included all the requested items of this Bid. These may include at the minimum the items listed below. Failure to verify all requested items are included in your Bid Package, regardless of whether included on this Checklist, may be grounds for your Bid Package to be rejected.

1. Administrative & Legal Documentation

- **Completed Proposal Package (Section 6):** Original/electronic submittal in its entirety including signed Affirmation and Declaration (Section 6.6).
- **Appendix I – Supplier Application Packet:** Must include:
  - Signed Supplier Application
  - Form W-9
  - ACH Direct Deposit Authorization (with voided check/bank letter & valid secondary verification)
  - Local Business Tax Receipt (County/Municipal Occupational License)
- **Federal Grant Compliance Certification:** Signed opt-in/opt-out declaration regarding federally funded task orders. (Located within the Supplier Application Packet)
- **Exceptions Form (Section 6.3):** Written itemization of any requested contractual deviations (or explicitly marked "N/A").

2. Mandatory Licensure & Qualifications

- **Florida ECLB License:** Copy of active, unrestricted Electrical Contractors' Licensing Board license (EC, EF, EG, or ES category).
- **Primary Qualifying Agent Designation:** DBPR registration details identifying the primary license holder overseeing work.
- **Genetec Channel Partner Credentials:** Verifiable proof of authorized Genetec (Synergis/Omnicast) Channel Partner status in good standing:
  - Official Genetec **Credly digital badge links**
  - Active Genetec **Training IDs** for assigned deployment technicians

3. Cost Proposal

- **Appendix II – Pricing Matrix:** Completed ceiling NTE hourly rate schedule for primary labor categories (6 Standard & 6 After-Hours/Holiday; 12 total evaluated) and percentage discount off MSRP for all material categories (4 total evaluated). (0% or "Not Applicable" satisfy this requirement.) Optional "Other" classifications are available for task orders but excluded form benchmark evaluation scoring.

4. Technical & Past Performance Proposal

- **Technical & Operational Solution:** Detailed write-ups addressing system design, Genetec architecture, access control video pedestals, 24/7 dispatch, local staffing, emergency SLA windows, and facility security compliance (FCIC/NCIC background checks, Forms 5086/5166).
- **References & Project Profiles:** Minimum of three (3) verifiable public sector or law enforcement references for similar integrated electronic security scopes.
- Please do not submit HCSO as a reference.

** Bidders are responsible for providing all required information, documents, and signatures**

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6.8 BID Packaging Label

Below is the information required on the outermost packaging of your Bid Package for hard copy/paper submissions. Use this as a label.

URGENT - SEALED SUBMITTAL PACKAGE ENCLOSED

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
SHERIFF'S OPERATIONS CENTER
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION
2008 EAST EIGHTH AVENUE
TAMPA, FL 33605

URGENT

URGENT

RFP PACKAGE SUBMITTAL

From: _____

2026-016

RFP 2026-016 INTEGRATED ELECTRONIC SECURITY SYSTEMS: INSTALLATION, MAINTENANCE, AND LIFECYCLE SUPPORT (FSA)

OPENING DATE/TIME:
DECEMBER 29, 2026 3:00 pm EST

END OF SECTION

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7.1 Attachment Number and Description or Contents

Appendix I	Supplier Application Packet
Appendix II	Pricing Matrix
Exhibit A	Draft Award Contract
Exhibit B	ACH Instructions to Pay FSA

END OF SOLICITATION

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