

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



Request for Proposal No: 27-15  
Training Division and Specialty Clothing Items

September 3, 2015

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



Jennifer Miller, Buyer  
Phone: 813-247-8068 Fax: 813-242-1826  
Email: [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us)

### INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Conditions (Part A); the Special Provisions (Part B); the Technical Specifications (Part C); and the Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said Proposal Package must be the basis upon which all proposals are offered and the same (the entire Proposal Package) must be kept together and returned, intact, by the time and at the place herein specified. The Proposer must manually sign the General Terms and Conditions (Part A) and the Affirmation and Declaration page of the Proposal Response (Part D). Any questions concerning this Proposal Package should be directed to the Buyer whose name appears above.

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

### NOTICE TO PROPOSERS

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

| TABLE OF CONTENTS                                     | PAGE         |
|---|--------------|
| Instructions to Proposers                             | 2            |
| Letter of Intent                                      | 4            |
| <b>DATE TIME AND PLACE – MEETINGS &amp; DEADLINES</b> | 5            |
| Part A – General Terms and Conditions                 | 5            |
| <b>SIGNATURE OF ACKNOWLEDGMENT</b>                    | 8            |
| Part B – Special Provisions                           | 9            |
| Part C – Technical Specifications                     | 16           |
| Part D – Proposal Response                            | 22           |
| <b>SIGNATURE OF AFFIRMATION</b>                       | 32           |
| Package Label   | 35           |
| Exhibits  | Attachment A |

|   | PROPOSED SCHEDULE OF EVENTS               | DATE    |
|---|---|---------|
| 1 | RFP ADVERTISED AND POSTED TO HCSO WEBSITE | 9/3/15  |
| 2 | DEADLINE TO SUBMIT LETTER OF INTENT       | 9/18/15 |
| 2 | DEADLINE TO SUBMIT PROPOSAL               | 9/23/15 |
| 5 | AWARD NOTIFICATION TARGET DATE            | TBD     |

**LETTER OF INTENT**

The undersigned hereby acknowledges the Terms and Conditions, Provisions and Specifications and intends to respond to the Hillsborough County Sheriff’s Office Request for Proposal 27-15 for “Training Division and Specialty Clothing Items”.

We understand that any amendments, clarifications and addenda to the Request for Proposal will be promptly posted to the HCSO website at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) .

As an additional courtesy we request that the individual named below also be notified by email (valid and legible email address provided) of any posted communications. We understand this is not the HCSO official method of communication and the HCSO will not be responsible for our representative not receiving notice of public postings.

---

NAME TITLE

---

COMPANY NAME EMAIL ADDRESS

---

MAILING ADDRESS

---

TELEPHONE NUMBER FAX NUMBER

---

SIGNATURE

THIS FORM SHOULD BE SENT IMMEDIATELY TO JENNIFER MILLER, BUYER,  
AT [purchasing@hcso.tampa.fl.us](mailto:purchasing@hcso.tampa.fl.us) OR FAXED TO 813-242-1826

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

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

SUBJECT: Request for Proposal Number 27-15

PROPOSAL TITLE: Training Division and Specialty Clothing Items

**PROPOSAL OPENING DATE & TIME: September 23, 2015 3:00 P.M. EDT**

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

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

PART A - GENERAL TERMS AND CONDITIONS:

1. Proposal Response: Proposals must be contained in a SEALED envelope or package addressed to: David Gee, Sheriff, 2008 E 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Proposal Package must be marked as a PROPOSAL DOCUMENT (including the proposal number) on the outside of the envelope.

If our specifications, when included in our Request for Proposal (RFP), are not returned with your proposal, and no specific reference is made to them in your Proposal Response (Part D), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the Proposal contain information that can be construed or is intended to be a deviation from our specifications, such deviations must be specifically referenced in your Proposal Response (Part D).

2. Proposal Delivery: The responsibility for getting the proposal to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the vendor unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".
3. On-Line Documents: The HCSO is publishing documents on its web page [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.

4. Questions: All questions regarding this RFP shall be submitted in writing to the Buyer, Jennifer Miller by Email at [purchasing@hcsotampa.fl.us](mailto:purchasing@hcsotampa.fl.us) . Submitted questions will be answered and posted publicly on the HCSO web page <http://www.hcsotampa.fl.us> under the Purchasing tab and the appropriate year and proposal number.
5. Time for Consideration: Proposer warrants by virtue of Proposal, the prices quoted in his Proposal will be good for an evaluation period of sixty (60) calendar days from the date of Proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their proposals after the proposal opening time and date.
6. Prices: All proposal responses submitted must show the net proposed price after any and all discounts allowable have been deducted. Price(s) offered are to be F.O.B. Destination. State sales tax and federal excise taxes shall not be included as the HCSO is tax-exempt for materials sold directly to them. The HCSO will issue a tax exemption certificate to the Awarded Vendor(s) when requested.  
  
The Proposer's attention is directed to the laws of the State of Florida, including but not limited to Chapter 212, Fla. Stat., apply to this Proposal and that all applicable taxes and fees shall be deemed to have been included in the Proposal Response as part of materials cost, when applicable.
7. Proposal Submittal Costs: Submittal of a Proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the submitted Proposal Package.
8. Proposal Obligation and Disposition: The contents of the Proposal and any clarifications thereto submitted by the Proposer shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All Proposal Packages become the property of the HCSO and will not be returned to the Proposer.
9. No Proposal: If the receipt of this RFP is not acknowledged, the Proposer's name may be removed from the Approved Bidders List.
10. Compliance with Occupational Safety and Health Act (OSHA): The Proposer certifies that all material, equipment, etc., contained in his/her proposal meets all OSHA requirements.
11. Laws, Statutes and Ordinances: The terms and conditions of the RFP and the resulting Contract shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this RFP and to the resulting Contract.
12. Familiarity with Law: The Proposer is required to be familiar with all Federal, State and local laws, ordinances, rules, codes and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve him from responsibility.
13. Public Entity Crimes: Pursuant to §§287.132/133 of the Fla. Stats. the Hillsborough County Sheriff, as a public entity, may not accept any bid or proposal from, award any Contract to, or transact any business in excess of the threshold amount provided in Section §287.017 Fla. Stat. for Category Two (currently \$35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f) Fla. Stat. If you submit a Proposal in response to this request, you are certifying that Florida Statute §287.132 and §287.133 does not restrict your submission.

14. Public Record: Any material submitted in response to this RFP will become a public document pursuant to §119.07 Fla. Stat. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The awarded Vendor agrees to comply with §119.0701 Fla. Stat. regarding maintenance and provision of access to all public records generated by this contract with the HCSO.

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

15. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the proposal(s) which in the judgment of the Sheriff is in the best interest of the HCSO.
16. Disputes: Any prospective Proposer who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all proposals will submit a notice of protest in writing within seventy-two (72) hours (excluding County holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail or hand deliver for which a receipt must be provided.

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

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

17. Specifications are attached.

DAVID GEE, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

*“Signature On File”*

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

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

---

Company Name

---

Signature of Company Officer

Date

---

Print Name

Title/Company Officer

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 18. EACH BID SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN YOUR PROPOSAL RESPONSE (PART D), PARAGRAPH 1.**



PART B - SPECIAL PROVISIONS1. IN GENERAL

The Hillsborough County Sheriff's Office (HCSO) is seeking to contract with a Vendor or Vendors capable of providing clothing and accessory items used by the Training Division and other specialty units. Items included in this RFP are worn by HCSO instructors, cadets, crisis negotiators and certain facilities maintenance personnel. These items shall meet uniform requirements for their respective units as outlined in the Standard Operating Procedures (SOP) of the HCSO.

2. SCOPE OF WORK

The items included in this RFP are not part of the "standard" law enforcement or detention deputy uniform. The majority of the items are required by the Training Division, which outfits its instructors and cadets for the various components of the training program from classroom to personal fitness. Approximately six classes of 25 to 30 cadets each are held annually. Cadet items may be ordered in bulk or for a single class at a time. Instructor items, as well as the items included for other specialty teams and the Facilities Maintenance Bureau, tend to be ordered on an individual basis as new personnel join the team or under annual replacement allowances. Customization is required for certain items.

The following types of clothing and accessory items are included:

- a. BDU Trousers
- b. Jackets
- c. Combat Shirts
- d. Embroidered Polo Shirts
- e. Screen-printed T-shirts
- f. Shorts
- g. Baseball Caps
- h. Belts
- i. Rain Jackets
- j. Campaign Hats
- k. Warm-up Jackets
- l. Warm-Up Pants

HCSO sizing and order forms to be used will be provided upon notice of award. See Technical Specifications (Part C) for additional detailed specifications.

3. PROPOSER QUALIFICATIONS

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

4. COMMUNICATION BETWEEN PARTIES

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

5. LETTER OF INTENT

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

6. PREPARATION AND SUBMITTAL OF PROPOSALS

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

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

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

7. PROPOSAL OPENING

Proposers are welcome to attend the proposal opening where Proposer names will be read and unit prices read, if requested. It should be understood, however, that award will be dependent upon the determination that Proposers are both Responsive and Responsible and all other evaluation criteria stated in the proposal document. Tabulation of the proposed prices and Proposer rankings after evaluation, if applicable, will be published at the time of Award. All Proposers responding with a proposal will receive a copy of the proposal tabulation.

8. ACCEPTANCE AND REJECTION

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

the mandatory requirements will be considered in non-compliance and will be disqualified. After evaluation of the proposals received and approval by the Sheriff, all Proposers will be notified of the selection.

9. EVALUATION OF PROPOSALS

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

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

|    |                               |                  |
|----|-------------------------------|------------------|
| a. | Company history and profile   | 20 points        |
| b. | Proposer performance criteria | 30 points        |
| c. | Pricing                       | 30 points        |
| d. | Completion of services        | 10 points        |
| e. | References                    | <u>10 points</u> |
|    |                               | 100 Total        |

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

10. BEST AND FINAL OFFER

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

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

Best and Final solicitations will be made in writing. Proposers may be asked to provide additional clarification to specific sections of their response, or to rework their proposal content or pricing. Information will be given as to how the BAFO will be evaluated. The HCSO will not identify either the current rank of any Proposers or the lowest costs proposed until after the evaluation of each BAFO

submitted. If a Proposer does not wish to submit a BAFO offer they may submit a written response stating their response remains as originally submitted.

The Buyer will be responsible for all communication to and from Proposers regarding the BAFO solicitation. All responses must be returned to the Buyer. Proposers may also be requested to make an oral presentation to the evaluation committee. The written BAFO solicitation will include submission requirements and a deadline date and time by which the BAFO must be returned to the Buyer. At the option of the HCSO this negotiation process with the highest ranked Proposers may continue until a satisfactory contract is successfully negotiated.

11. AWARD

The Buyer will submit the evaluation committee's final recommendation for award to the Division Commander who will review and further recommend through the Chain of Command to the Sheriff who will have the final decision as to the Award. The HCSO reserves the right to select for award the proposal which in the opinion of the Sheriff, offers the best value and best serves the requirements of the HCSO.

In the event two (2) or more Proposers have submitted the best proposal, preference may be given in the award in the following order: first, to the Proposer who has his/her principal place of business in Hillsborough County; second, to the Proposer who has a place of business in Hillsborough County; and, third, if the Proposers involved in the "tie proposal" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award or No Award notifications will be sent to all Proposers. Proposal results will be available on the HCSO website <http://www.hcsotampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the proposal results, contact the Purchasing Section at (813) 247-8034.

12. INFORMATION PRIVACY

It is understood and agreed upon by the Proposer in submitting a Proposal Package that the HCSO has the right to withhold all information regarding this procurement **until after contract award**, including but not limited to: the number of proposals received; competitive technical information; competitive price information; and the HCSO evaluation concerns about competing Proposals. Information released after award is subject to the disclosure requirements of the Chapter 119, Fla. Stat. Proposers are enjoined from discussing or disclosing the content of any proposal with competing Proposers during the evaluation and negotiation process.

13. CONTRACT DOCUMENT

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

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

14. ADDITION / DELETION

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

15. CONTRACTUAL OBLIGATIONS

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

16. DEFAULT

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

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

17. CANCELLATION

When deemed to be in the best interest of the HCSO, any Contract resulting from this Request for Proposal may be canceled by the following means:

- a. Ten (10) calendar days written notice with cause, or;
- b. Thirty (30) calendar days written notice without cause.

If it becomes necessary to terminate the contract without cause, all services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

18. NEXT BEST PROPOSER

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

19. CONTRACT TERM

The initial contract term shall be one (1) year from commencement date. Upon mutual agreement, the contract may be renewed for three (3) consecutive one year renewal periods based upon mutual consent of both parties. Changes in the contractual provisions or services to be furnished under the contract may be made only in writing, and must be approved by the Comptroller and an authorized agent of the Vendor. Should a decision be made to increase the scope of the contract, the Sheriff and the Vendor will mutually agree, in writing, to an adjusted contract price.

20. ESCALATION/DE-ESCALATION

Pricing is to remain constant during the initial contract term. Escalation or De-escalation of the billing rates will be allowed provided the Vendor(s) notify the HCSO Office of the Comptroller of the pending increase/decrease a minimum of thirty (30) calendar days prior to the end of each period for which the proposal was awarded. Said notification shall consist of proof of increase and shall include details as to what service type is affected and the amount of increase/decrease. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

21. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

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

22. OTHER TERMS AND CONDITIONS

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

22. APPROPRIATION OF FUNDS

The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for

which the contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the contract, provide prompt written notice of such event and effective thirty (30) calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such contract.

23. INVOICING AND PAYMENTS

The Awarded Vendor(s) will invoice the HCSO as services are completed. At a minimum the invoice shall show the applicant's name, list of goods received and the Purchase Order number. Payment may be made by check, ACH or credit card.

Payment shall be made in accordance with to §215.422, Fla. Stat. which states the Contractor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices.

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

Invoices should be addressed to:

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

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

ACH and Purchasing Card payments are preferred and available upon request and authorization. Please inquire at [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.tampa.fl.us) or at (813) 247-8276.

27. EXCEPTIONS TO PROPOSAL

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

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

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

2. BRAND NAMES

The manufacturers' brand names and style numbers, as furnished, represent items that are approved and are currently in use by the Hillsborough County Sheriff's Office (HCSO). They also establish a standard of quality. Proposers may bid on those brands or approved equals. **Alternate brands must be shown as an exception in Section 1 of the Proposal Response (Part D), and a sample item must be submitted for evaluation.** If no sample is submitted for an alternate item it will be disqualified regardless of price.

Each sample item shall be marked with the Proposer's name and size of the item. Samples will be evaluated prior to award. Samples may be returned to the Proposer within 60 days after the final award of the contract if written request and return (postage-paid) packaging is provided by the Proposer at the time of sample submission. Local Proposers may also pick up samples in person. All samples are to be delivered prior to the proposal deadline as part of the Proposal Package.

The determination as to whether any product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Proposers.

3. CLOTHING AND ACCESSORY ITEM SPECIFICATIONS

The below listed items are those included in this Request for Proposal (RFP). Proposers may indicate "No Quote" on their Proposal Response on any item(s) they are unable to provide on a line by line basis.

**A) BDU Pants:****1) Propper F5201-38 BDU Trouser in "Black"**

65% Polyester / 35% Cotton, ripstop fabric, sewn to military specification MIL-T-44047E, six pockets – four with button flaps, fused pocket flaps, four-button fly, double-reinforced knee and seat, adjustable waist tabs with four bar tacks, drain holes in bellows pockets, nylon drawstring leg closures (fused, knotted and tacked), felled inseam / outseam / seat seam.

Estimated annual usage (Cadet item): 1350

**2) 5.11 Taclite Pro Pants #74273 in "TDU Khaki"**

65% Polyester / 35% Cotton, lightweight, ripstop fabric, magazine/cell phone pocket, two cargo pockets, rear web strap and slash pocket design, wear-resistant, external knife pocket, clip loop.

Estimated annual usage (Instructor item): 80



**3) Propper F5252-82 / F5252-84 Tactical Pants in “Khaki”**

65% polyester / 35% cotton canvas fabric, fade / wrinkle / shrink resistant, liquid and stain resistant, snap closure with French fly, heavy duty double seat and double knee, internal knee pad insertion openings, action stretch waistband, 9-pocket design, D-ring, male and female styles needed.

Estimated annual usage (Instructor items): 80

**4) Propper F5251-25 Genuine Gear Tactical Pants in “Olive”**

60 % cotton / 40% polyester ripstop fabric, action-stretch waistband, reinforced knee, zipper fly with button closure, nine-pocket design.

Estimated annual usage (Facilities item): 250

**5) Vertx Phantom LT Tactical Pants #VTX8000 / VTX8050 in “OD Green”**

65% polyester / 35% cotton mini ripstop fabric, moisture repellant, moisture wicking, inset cargo pockets, concealed pockets, gusseted crotch, male and female styles needed.

Estimated annual usage (Negotiator item): 25

**B) Jackets: Propper BA Softshell Jacket F5428 in “Black”**

100% polyester, light weight, athletic cut, full zip front, pull-out badge panel on left chest, zippered pockets on biceps, wrists and lower back, chest pocket with magnetic closure, zip vents under arms.

Estimated annual usage (Negotiator item): 10

**C) Combat Shirts:**

**\*NOTE – only one style to be awarded. Seeking information on both for comparison, on which the final decision will be based.**

**1) Propper TAC.U F5417-38-330 in “Olive Drab”**

Lightweight knit, ripstop fabric on long sleeves, quarter zip front

Estimated annual usage (Negotiator item): 25

**2) Tru Spec 50/50 Long Sleeve Combat Shirt #SH111 in “Olive Drab”**

50/50 cordura nylon cotton rip, quarter zip front

Estimated annual usage (Negotiator item): 25

**D) Polo Shirts: Blue Generation BG7224 in “Red” and “Hunter”**

100% Polyester, 5 ounce, moisture wicking, stain release / 3M Scotchgard protected, wrinkle resistant, three button placket, curl free rib knit collar, hemmed cuffs, taped neck and shoulders, straight bottom, side vents, pearlized buttons, HCSO (Training) star logo embroidered on left chest area as per Attachment A.

Estimated annual usage (Instructor item): 140 “Red” and 85 “Hunter”

**E) T-Shirts:****1) Gildan G500 in “Sport Grey” and “Gold”**

Short sleeved, 5.3 ounce heavy cotton, 90% cotton / 10% Polyester (gold 100% cotton), preshrunk, seamless collar, double-needle stitching, screened with “HCSO CADET” in white on the front and rectangular area in white on the back as per Attachment A.

Estimated annual usage (Cadet items): 1000 “Sport Grey” and 2475 “Gold”

**2) Badger Sport 4120-Core Tee in “Forest”**

Short sleeved, 100% Polyester moisture management / antimicrobial performance fabric, self fabric collar, paneled shoulder, double-needle hem with tack, HCSO (Training) star logo screened on the left chest area and “INSTRUCTOR” on the upper back area in white as per Attachment A.

Estimated annual usage (Instructor item): 75

**3) Badger Sport 4104-Core LS Tee in “Forest”**

Long sleeved, 100% Polyester moisture management / antimicrobial performance fabric, self fabric collar, paneled shoulder, double-needle hem with tack, HCSO (Training) star logo screened on the left chest area and “INSTRUCTOR” on the upper back area in white as per Attachment A.

Estimated annual usage (Instructor item): 50

**4) Gildan 200 Ultra Cotton Tee in “Sport Grey”**

Short sleeved, 6.1 ounce cotton, HCSO star logo screened on the left chest area and “FACILITIES” on the right chest area in black as per Attachment A.

Estimated annual usage (Facilities item): 300

**F) Shorts:**

Running / exercise shorts, 7-9” inseam, brief-style inner liner preferred, elastic waist (with or without additional drawstring), solid black in color, no customization, breathable non-mesh fabric.

**\*Sample of proposed item is required at time of proposal submission.**

Estimated annual usage (Instructor / Cadet item): 975

**G) Baseball Caps: Port Authority C833 Pro Mesh in “Black”**

100% polyester, all-over mesh fabric, structured cap, mid profile, six-panel, adjustable back closure.

Estimated annual usage (Cadet item): 225

**H) Belts**

1) Black BDU style belt, nylon, metal buckle.

Estimated annual usage (Cadet item): 225

2) Khaki BDU style belt, nylon, black plastic buckle.

Estimated annual usage (Instructor item): 30

3) Black Garrison belt, 1 ¾", bonded leather, silver-colored chrome buckle

Estimated annual usage (Instructor item): 30

4) **Blackhawk CQB Rigger Belt in "Desert Sand Brown"**  
MIL-STD-858, 1 ¾" webbing, hoop and loop on running end

Estimated annual usage (Negotiator item): 12

#### I) Rain Jackets:

1) **Frogg Togg Bull Frogg #PS63172 in "Black"**

Men's, waterproof, breathable, triple-layered nonwoven polypropylene, raglan sleeve, zipper front with storm flap, pockets with snap closure, elastic wrist, non-zip tuck away hood.

Estimated annual usage (Negotiator item): 10

2) **Frogg Togg Pro Action PA63502 in "Black"**

Ladies', waterproof, breathable, triple-layered nonwoven polypropylene, fully sealed seams, zipper front with storm flap, hood, elastic waist and wrist.

Estimated annual usage (Negotiator item): 2

#### J) Campaign Hats: **F-40 Stratton Felt Campaign/MP Hat in "Forest Green"**

To include black (non-patent) leather one-piece strap

Estimated annual usage (Instructor item): 10

#### K) Warm-Up Jacket in "Forest/Hunter Green"

Running / exercise jacket to be used in cooler weather, full front zip, prefer nylon or polyester outside for some moisture protection, prefer solid color, prefer item that is available in male and female versions, no customization, must match item L as a set.

**\*Please provide color picture and catalog description / literature for review. Sample garment may be requested before final award is made but it not required at time of proposal submission.**

Estimated annual usage (Instructor item): 25

#### L) Warm-Up Pants

Running / exercise pants to be used in cooler weather, elastic waist, prefer nylon or polyester outside for some moisture protection, prefer solid color, prefer item that is available in male and female versions, no customization, must match item K as a set.

**\*Please provide color picture and catalog description / literature for review. Sample garment may be requested before final award is made but is not required at time of proposal submission.**

Estimated annual usage (Instructor item): 25

3. CUSTOMIZATION

In addition to providing ready-to-wear garments, certain items are required to be customized by means of embroidery or screen-printing as indicated. Photographs, measurements and other details are included in Attachment A as a reference.

4. PERFORMANCE EVALUATION

The Proposer shall maintain an effective quality control process that allows for random, on-demand inspection of order status reports and product quality checks by reviewers as selected by the HCSO.

5. DELIVERY OF GOODS

**All prices shall include freight/postage, packaging and any other similar fees.** Orders shall be delivered within thirty (30) calendar days After the Receipt of the Order (ARO). Failure to do same shall be considered breach of contract or default and the HCSO shall utilize its options as stated herein. All items are to be in new condition and of first quality.

Any back-ordered items shall be made available within fifteen (15) calendar days of the time of back-order (original date of receipt). If the back-order cannot be filled within the time frame of this requirement, then the Hillsborough County Sheriff's Office of the Comptroller is to be notified, in writing, thus permitting the HCSO to obtain the required materials and/or exercise its options as stated herein.

Delivery may be made to any one of the below addresses, and will be indicated on each order at the time it is placed:

Instructor and Cadet items:

Hillsborough County Sheriff's Office  
Training Division  
1409 North Falkenburg Road  
Tampa, Florida 33619

Negotiator items:

Hillsborough County Sheriff's Office  
Crisis Negotiations Team  
2224 North Falkenburg Road  
Tampa, Florida 33619

Facilities T-shirts:

Hillsborough County Sheriff's Office  
Facilities Maintenance Bureau  
2008 East 8<sup>th</sup> Avenue  
Tampa, Florida 33605

Facilities BDU pants and T-shirts:

Hillsborough County Sheriff's Office  
Detention Facilities Maintenance Bureau  
520 North Falkenburg Road  
Tampa, Florida 33619

6. PRICING

Pricing is to remain constant during the initial one-year contract term. Refer to Special Provisions (Part B) Paragraph 20 Escalation/De-escalation, for terms involving pricing changes. An approved change in the pricing will be considered an amendment to the Contract.



2. EXAMINATION AND CERTIFICATION STATEMENT

Company Name:

---

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

The undersigned certifies that any exceptions to the proposal specifications are noted on the attached exceptions form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

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

3. NARRATIVES & DOCUMENTATION

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

Section cover pages are provided with requirements of what is to be included in each section and their weighted values.

- a. Company History and Profile
- b. Proposer Performance Criteria
- c. Pricing
- d. Order Fulfillment
- e. References

Proposal Response Cover Page

### **3a. Company History and Profile - 10 Points**

Responses must include the following, at minimum:

Narrative:

- Company history and philosophy
- Years in business
- Company location(s) and hours of business
- Mission statement
- Professional memberships and industry recognition
- Total number of employees and their distribution by function

Documentation:

- Most recent annual report or financial statements
- Insurance certificates
- Business Tax Receipt/ Occupational License (license to do business in the municipality in which your local office is located)
- IRS Form W9



Proposal Response Cover Page

**3b. Proposer Performance Criteria – 30 Points**

Responses must include the following, at minimum:

- Describe the procedure in place for order acknowledgement and/or confirmation
- Describe the procedures in place to ensure order accuracy
- Describe your average turnaround time for returning phone calls and emails regarding questions about products or order status
- Describe the equipment you have access to for customization processes (embroidery and screen printing)
- Describe your in-house quality control processes
- Describe your procedure for handling customer complaints and returns
- Provide estimated time required to be able to begin providing services if you are awarded

## Proposal Response Cover Page

**3c. Pricing – 30 Points**

Please provide pricing for the following items:

- Price should reflect the total **delivered** cost of one item, **inclusive** of any customization as specified in Part C, paragraph 3.
- For any item(s) proposed that are alternates to the exact item as listed, please include manufacturer and style information. You may attach additional sheets as necessary.
- For any item(s) you do not wish to propose, please mark “No Bid” in the price area.

|  | <b>Price / Each / By Size Run:</b> |
|--|------------------------------------|
| <b>A. BDU Pants</b>  |                                    |
| 1. Propper F5201-38 BDU Trouser in “Black”                             | \$ _____                           |
| 2. 5.11 Taclite Pro Pants #74273 in “TDU Khaki”                        | \$ _____                           |
| 3. Propper F5252-82 / F5252-84 Tactical Pants in “Khaki”               | \$ _____                           |
| 4. Propper F5251-25 Genuine Gear Tactical Pants in “Olive”             | \$ _____                           |
| 5. Vertx Phantom LT Tactical Pants #VTX8000 / VTX8050<br>in “OD Green” | \$ _____                           |
| <b>B. Jacket:</b> Propper BA Softshell Jacket F5428 in “Black”         | \$ _____                           |
| <b>C. Combat Shirts</b>  |                                    |
| 1. Propper TAC.U F5417-38-330 in “Olive Drab”                          | \$ _____                           |
| 2. Tru Spec 50/50 Long Sleeve #SH111 in “Olive Drab”                   | \$ _____                           |
| <b>D. Polo Shirt:</b> Blue Generation BG7224 in “Red” and “Hunter”     | \$ _____                           |
| <b>E. T-Shirts</b>   |                                    |
| 1. Gildan G500 in “Sport Grey” and “Gold”                              | \$ _____                           |
| 2. Badger Sport 4120-Core Tee in “Forest”                              | \$ _____                           |

3. Badger Sport 4104-Core LS Tee in “Forest” \$ \_\_\_\_\_

4. Gildan 200 Ultra Cotton Tee in “Sport Grey” \$ \_\_\_\_\_

**F. Shorts: Black**

Manufacturer: \_\_\_\_\_

Item / Style Number: \_\_\_\_\_

Size Range Available: \_\_\_\_\_ \$ \_\_\_\_\_

**G. Baseball Cap: Port Authority C833 Pro Mesh in “Black”** \$ \_\_\_\_\_

**H. Belts:**

1. Black BDU belt with metal buckle

Manufacturer: \_\_\_\_\_

Item / Style Number: \_\_\_\_\_

Size Range Available: \_\_\_\_\_ \$ \_\_\_\_\_

2. Khaki BDU belt with black plastic buckle

Manufacturer: \_\_\_\_\_

Item / Style Number: \_\_\_\_\_

Size Range Available: \_\_\_\_\_ \$ \_\_\_\_\_

3. Black Garrison belt, 1 3/4”, bonded leather, silver-colored chrome buckle

Manufacturer: \_\_\_\_\_

Item / Style Number: \_\_\_\_\_

Size Range Available: \_\_\_\_\_ \$ \_\_\_\_\_

4. Blackhawk CQB Rigger Belt in “Desert Sand Brown” \$ \_\_\_\_\_

**I. Rain Jackets**

1. Frogg Togg Bull Frogg #PS63172 in “Black” \$ \_\_\_\_\_

2. Frogg Togg Pro Action #PA63502 in “Black” \$ \_\_\_\_\_

**J. Campaign Hat: F-40 Stratton Felt Campaign/MP Hat in “Forest Green”** \$ \_\_\_\_\_

**K. Warm-Up Jacket:** Forest or Hunter Green

Manufacturer: \_\_\_\_\_

Item / Style Number: \_\_\_\_\_

Size Range Available: \_\_\_\_\_ \$ \_\_\_\_\_

**L. Warm-Up Pants:** Forest or Hunter Green

Manufacturer: \_\_\_\_\_

Item / Style Number: \_\_\_\_\_

Size Range Available: \_\_\_\_\_ \$ \_\_\_\_\_

- Indicate and describe any associated fees such as initial digitizing or setup of embroidery or screen-printing, if applicable.

---



---



---



---

- |   |   |   |
|---|---|---|
| • Did you indicate alternates as such in Part D, Section 1(Exceptions)? | Y | N |
| • Are samples being submitted with Proposal Package?                    | Y | N |
| • Are samples to be returned to you after evaluation?                   | Y | N |

\*If yes, indicate: \_\_\_\_\_ Postage-paid return packaging has been provided  
 \_\_\_\_\_ Will pick up in person

## Proposal Response Cover Page

**3d. Order Fulfillment – 20 Points**

Responses must include the following, at minimum:

- Indicate the estimated time for completion (fulfillment of complete order, to include customization if required) after receipt of order from HCSO personnel
- Describe the method(s) of delivery included in your proposed pricing
  1. Indicate expected delivery time from the time the order is shipped
  2. Is this delivery time guaranteed?
  3. Is shipment tracking available with this option?
- Describe additional delivery options available, and at what cost
  1. Indicate expected delivery time from the time the order is shipped with each option
  2. Are these delivery times guaranteed?
  3. Is shipment tracking available with these options?
- Describe your policy regarding partial shipments
- Describe your backorder tracking and management procedures

## Proposal Response Cover Page

**3e. References – 10 Points**

References should be customers to which you have recently provided similar services. Please type or print.

|    |                   |  |
|----|-------------------|--|
| 1. | Firm Name:        |  |
|    | Contact/Title:    |  |
|    | Phone Number:     |  |
|    | Email Address     |  |
|    | Services Provided |  |

|    |                   |  |
|----|-------------------|--|
| 2. | Firm Name:        |  |
|    | Contact/Title:    |  |
|    | Phone Number:     |  |
|    | Email Address     |  |
|    | Services Provided |  |

|    |                   |  |
|----|-------------------|--|
| 3. | Firm Name:        |  |
|    | Contact/Title:    |  |
|    | Phone Number:     |  |
|    | Email Address     |  |
|    | Services Provided |  |

5. VENDOR INFORMATION

Business Name (As shown on your invoice): \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_ OR Social Security No. \_\_\_\_\_

(Please include an IRS Form W9 with your response)

Check One: Corporate Entity \_\_\_\_\_ Non Corporate (1099) \_\_\_\_\_ Sole Proprietor (1099) \_\_\_\_\_

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

Business Type: Commodity \_\_\_\_\_ Services \_\_\_\_\_ (Provide Certificates of Insurance if working on HCSO property)

Our company has been in business under its current name since: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: (If applicable) \_\_\_\_\_

General Correspondence Mailing Address:

\_\_\_\_\_

Remit to Address: (If Applicable) Address checks to be mailed to if different than mailing address above:

\_\_\_\_\_

Warehouse Address (If Applicable):

\_\_\_\_\_

Contact Information – Name/Email Address/Phone Number - for the following departments:

Sales: \_\_\_\_\_

Customer Service: \_\_\_\_\_

Accounting: \_\_\_\_\_

Check all that apply - We accept Payment by: Check \_\_\_\_\_ ACH/EFT\*\* \_\_\_\_\_ Credit Card (Visa) \_\_\_\_\_

\*\*To receive electronic payments please complete "Authorization for Electronic Payment" form available on the HCSO website at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) under the Purchasing Section, Doing Business with the HCSO.

6. Affirmation and Declaration

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

The below named Proposer affirms and declares:

- a) That Proposer is of lawful age and that no other person, firm or corporation has any interest in this RFP offered to be entered into;
- b) That this RFP is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Proposer is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
- d) That no officer, employee or person whose salary is payable in whole or in part from Hillsborough County Treasury, is, shall be or become interested, directly or indirectly, surety or otherwise in this Proposal Response; in the performance of the contract; in the supplies, materials, equipment, and work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this bid shall remain open for sixty (60) days following the opening of bids.

Respectfully submitted by,

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EACH PROPOSAL AND ANY CLARIFICATIONS TO THAT PROPOSAL AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN PROPOSAL RESPONSE (PART D), PARAGRAPH 1, EXCEPTIONS.



STATEMENT OF NO PROPOSAL

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

HILLSBOROUGH COUNTY SHERIFF's OFFICE

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

Fax: 813-242-1826

We, the undersigned, have declined to respond to your Request for Proposal 27-15 "Training Division Clothing Items" for the following reasons:

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

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

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

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

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

\_\_\_\_ Unable to meet bond requirements.

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

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

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

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

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

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

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

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

DATE\_\_\_\_\_

SIGNATURE\_\_\_\_\_



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

DAVID GEE, SHERIFF  
2008 E. 8<sup>TH</sup> AVE  
TAMPA FLORIDA 33605

ATTN: PURCHASING / J. MILLER  
Ext. 8034

PROPOSAL PACKAGE SUBMITTAL

RFP #27-15 “Training Division and Specialty Clothing Items”

OPENING DATE & TIME:  
SEPTEMBER 23, 2015 AT 3:00 PM EDT