

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

INVITATION TO BID 2021-018

MOTORCYCLE  
MAINTENANCE AND REPAIR

JUNE 9, 2021

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE



**CHAD CHRONISTER, SHERIFF**

Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue  
Tampa, FL 33605

Heather Brewer, Buyer

☎ (813) 247-0028 ✉ [HBrewer@TeamHCSO.com](mailto:HBrewer@TeamHCSO.com)

## **INSTRUCTIONS TO BIDDERS**

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SPECIFICATIONS (PART C) and BID RESPONSE (PART D), which together with all attachments, constitute the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and must be kept together and returned, intact, by the time and at the place specified herein. The Bidder must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and BID RESPONSE (PART D). Any questions concerning this Invitation to Bid (Bid) should be directed to the Buyer whose name appears above.

When awarded, the Bid Package becomes the "**Contract Document**". The Bidder's signature on the BID RESPONSE (PART D), constitutes Bidder's agreement to the terms therein. The signature on the Bid Package must be that of an Officer of the Company, or an individual authorized to commit the Company to a legal and binding Contract. **READ THE ENTIRE BID PACKAGE CAREFULLY BEFORE SIGNING.**

## **NOTICE TO BIDDERS**

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

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
INSTRUCTIONS TO BIDDERS	2
<b>DATE, TIME AND PLACE - MEETINGS AND DEADLINES</b>	4
PART A – GENERAL TERMS AND CONDITIONS	5
<b>SIGNATURE OF ACKNOWLEDGMENT</b>	9
PART B – SPECIAL PROVISIONS	10
PART C – SPECIFICATIONS	16
PART D – BID RESPONSE	21
PRICING MATRIX	22
<b>VENDOR ORDER INSTRUCTIONS / BID CONTACT INFORMATION</b>	23
<b>SIGNATURE OF AFFIRMATION AND DECLARATION</b>	24
BID CHECKLIST	25
PACKAGE LABEL	26
EXHIBIT A – RECOMMENDED MAINTENANCE SCHEDULE	Attached
<b>APPENDIX I – VENDOR PACKET (Application, W9, Direct Deposit)</b>	Attached
<b>APPENDIX II – STATEMENT OF NO BID</b>	Attached
<b>APPENDIX III – SERVICE PROVIDER LOCATIONS</b>	Attached
<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
Bid Advertised / Posted to HCSO and OSD Websites	June 9, 2021
DEADLINE TO SUBMIT QUESTIONS	June 16, 2021
DEADLINE TO SUBMIT BID	June 23, 2021
Award Notification Target Date	July 14, 2021
Contract Effective Target Date	September 5, 2021

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

**SUBJECT:** Invitation to Bid 2021-018

**BID TITLE:** Motorcycle Maintenance and Repair

**BID OPENING DATE & TIME:** 📅 **June 23, 2021** at 🕒 **3:00 PM**

**PLACE:** Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue  
Tampa, FL 33605

Bid Overview: The purpose of this Invitation to Bid (Bid) is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida ("Sheriff") to secure a qualified Vendor(s) to repair and maintain Hillsborough County Sheriff's Office (HCSO) motorcycles at optimal vehicle performance. The expeditious repair and return of HCSO motorcycles is a crucial element for continued public safety in Hillsborough County. There are currently 28 motorcycles in the HCSO Motor Unit. These motorcycles are dispersed throughout the five (5) HCSO Districts.

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

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**PART A - GENERAL TERMS AND CONDITIONS**

1. **BIDS:** Must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operations Center, Financial Services Division – Purchasing Section, 2008 East 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Bid must be marked as a BID DOCUMENT (including the Bid number, date, and time of Bid opening) on the outside of the package.

If our specifications, when included, are not returned with your Bid, and no specific reference is made to them in your BID RESPONSE (PART D), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's or manufacturer's specifications which accompany the BID RESPONSE (PART D), contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your BID RESPONSE, *Exceptions* (PART D, Paragraph 1).

2. **BID DELIVERY:** The responsibility for getting the Bid to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. **TIME FOR CONSIDERATION:** Bidder warrants, by virtue of bidding, the prices quoted in their response will be good for an evaluation period of 60 calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their Bids after the opening time and date.
5. **PRICES:** All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** All prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Awarded Vendor.

***The Bidder's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this Bid, and that all applicable taxes and fees shall be deemed to have been included in the BID RESPONSE (PART D) as part of the materials cost, when applicable.***

6. **BID ERRORS:** When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.

7. CONDITION OF MATERIALS AND PACKAGING: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Bid shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, that all containers shall be NEW and suitable for storage or shipment, and that prices include standard commercial packaging for the items shipped.
8. CLAIMS: The Awarded Vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. WHEN TO MAKE DELIVERY: Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to obtain this information.
10. INFORMATION AND DESCRIPTIVE LITERATURE: Bidders must furnish all information requested in the Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
11. BID SUBMITTAL COSTS: Submittal of a Bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
12. NO BID: If you do not wish to submit a response to the Bid, please return the STATEMENT OF NO BID herein as APPENDIX II. The "No Bid" information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
13. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Bidder certifies that all material/items contained in their response meets all OSHA requirements.
14. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the Bid and the resulting Agreement 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 Agreement. 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.

The Bidder'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 throughout and they will be deemed to be included in the contract the same as though herein written. Florida law will govern all questions concerning implementation and execution of this contract and shall also be controlling in any cause of action brought pursuant to this contract.

The Awarded Vendor 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.

15. FAMILIARITY WITH LAW: The Bidder 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 Bidder will in no way relieve him from responsibility.
16. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid (or Bids) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any bid options or resulting contract(s) when deemed to be in the best interest of the HCSO.
17. APPROPRIATION OF FUNDS: The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this Bid for each and every fiscal year following the fiscal year in which this Contract is executed and entered into, and for which the Contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Contract, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Contract.
18. PROTESTS: Any Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Bids must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
  - A. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Bidder or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).
  - B. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Bidder in writing. This decision, and the basis upon which it was made, will be communicated to the Bidder within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) requesting a management review of the decision. Final decision of an appeal will be made by the Sheriff.

19. **INDEMNIFICATION:** The Awarded Vendor will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Vendor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole, or in part, by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Bidder, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Bidder or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

20. **PUBLIC ENTITY CRIMES:** Pursuant to §§287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, *Fla. Stats.*, does not restrict your submission.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**




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

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

**If the Bidder has questions regarding the application of Chapter 119, Florida Statutes, to the Bidder's duty to provide public records relating to this Contract, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, ☎ (813) 247-8210 or at ✉ [HCSORecords@HCSO.Tampa.FL.US](mailto:HCSORecords@HCSO.Tampa.FL.US).**

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

By:   
Christina R. Porter, CPA  
Chief Financial Officer

**SIGNATURE OF ACKNOWLEDGMENT**

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

---

Company Name

---

Company Officer Name (Printed)

Title

---

Company Officer Signature

Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID. EACH COMPANY'S BID, AND ANY CLARIFICATIONS TO THAT BID, AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE BID RESPONSE, *EXCEPTIONS* (PART D, PARAGRAPH 1).

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**PART B - SPECIAL PROVISIONS**

1. **COMMUNICATION BETWEEN PARTIES:** All questions in regard to this Bid are to be directed, in writing, to the Buyer as listed on page 2, *Instructions to Bidders*. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this Bid prior to the notice of award.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing>. This will include Question & Answer (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 convenience of the parties involved.

2. **THE VENDOR PACKET:** The completed APPENDIX I must be returned with your Bid Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s).
3. **BIDDER QUALIFICATIONS:** Bids 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 Bid. Bidders 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 Bidder, the HCSO reserves the right to investigate the financial condition, experience and training records, 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 awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a Bid when evidence indicates the inability to perform the work specified within the Bid.
4. **E-VERIFY REQUIREMENT:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Vendor, and any and all subcontractors, if permitted by agreement, to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. If the Awarded Vendor enters into a contract with a subcontractor, the subcontractor must provide the Awarded Vendor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Vendor shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Vendor has knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Vendor otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Vendor and order the Awarded Vendor to immediately terminate the contract with the subcontractor. Termination of any and all contracts and/or sub-contracts as provided above, does not constitute a breach of contract and may not be considered as such. If the Sheriff terminates a contract with an Awarded Vendor as provided above, the Awarded Vendor may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Vendor is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.
5. **SUBCONTRACTING:** The Awarded Vendor may not sublet or subcontract any of the contractual obligations concerning this bid matter except as provided for in the written contract

between the HCSO and Awarded Vendor. This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Vendor to retain ultimate liability for all contractual obligations.

6. CERTIFICATE OF INSURANCE: No Work shall commence in connection with this Contract until the Awarded Vendor and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Contractor's own expense, 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; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the state of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.

A. Worker's Compensation Insurance: Worker's Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project and in case any Work is sublet, the Awarded Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Awarded Vendor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Awarded Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory 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

B. Contractors Public Liability and Property Damage Insurance: Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance which shall protect the Contractor from claims for damage and personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor shall be the minimum limits as follows:

1. Comprehensive General \$300,000 bodily injury and property damage combined single limit
2. Automobile \$300,000 bodily injury and property damage combined single limit.

C. Professional Liability Insurance: Professional Liability Insurance shall meet the following minimum amounts:

1. \$500,000 per occurrence; and
2. \$1,000,000 aggregate.

D. Comprehensive Insurance Coverage: Comprehensive General Liability and Automobile Liability Insurance which shall protect the Contractor from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by the Contractor or by

anyone directly or indirectly employed by the Contractor. The minimum amounts of such insurance shall be as follows:

Commercial/Comprehensive General Liability:

1. Bodily Injury \$300,000 per person per occurrence
2. Property Damage \$300,000 per occurrence
3. Automobile Liability \$300,000 combined single limit bodily injury and property damage
4. Garage Liability \$1,000,000 combined single limit each occurrence
5. Garage Keepers Liability \$100,000 collision and comprehensive per vehicle

7. MANUFACTURER'S NAME: All parts shall be Harley Davidson Genuine Motor Parts and Accessories and shall be adhered to with no exceptions. No substitutions or equivalent parts will be accepted or considered.
8. CONFLICT OF INTEREST: The Bidder agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer's or employee's spouse or child, or any combination 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.

9. AWARD: Award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price and other factors considered. Award may be made to more than one (1) Bidder to ensure that Work is completed in a timely manner.
  - A. Award will be dependent upon the determination that the Bids are responsive, Bidders are responsible, evaluation criteria stated in the Bid document and any other evaluation criteria deemed relevant and beneficial. Bids and Bidders determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at the time of Award.
  - B. Notification of Award will be sent to the Bidder receiving the Award. Bid results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
10. BID OPENING: The Bid Opening will *not* be open to the public. Bids will be received until the time and date listed herein and will be read aloud immediately thereafter at the "Place" indicated. A video recording of the Bid opening will then be posted to the HCSO website <https://TeamHCSO.com/Purchasing>.
  - A. Bids must be received by the HCSO Purchasing Section no later than the time and date shown within this Bid document. Bidders mailing their Bid Packages should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the

acceptance of the bids. Bids or unsolicited amendments to bids, received by the HCSO after the acceptance date will not be considered.

B. The HCSO reserves the right to postpone the date for receipt and opening of bids 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 Bidder.

C. It is understood and agreed upon by the Bidder in submitting a Bid 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 Bids received; competitive technical information; competitive price information; and the HCSO evaluation concerns about competing Bids. Information released after award is subject to the disclosure requirements of the Chapter 119, Fla. Stat. Bidders are enjoined from discussing or disclosing the content of any Bid with competing Bidders during the evaluation and negotiation process.

11. CONTRACT PERIOD: The Contract shall be effective for two (2) years from the date of award. By written mutual consent between the HCSO and the Awarded Vendor, the Contract may be extended for up to two (2) additional two (2) year periods.
12. ESCALATION/DE-ESCALATION: The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Awarded Vendor(s) notify the HCSO's Financial Services Division of the pending increase or decrease a minimum of 60 calendar days prior to the end of each two (2) year period for which the Bid was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease, and the applicable Bid Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.
13. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Vendor's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original Bid tabulation/price sheet.
14. CANCELATION: When deemed to be in the best interest of the HCSO, any contract(s) resulting from this Bid may be canceled by the following means:
  - A. 10 calendar days' written notice with cause, or;
  - B. 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancelation may be invoiced to the HCSO, and will be considered for payment providing documentation of said expenses are forwarded with the request for payment. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open

market similar to those so terminated.

15. ASSIGNMENT: The Awarded Vendor will not assign, transfer, convey, or otherwise dispose of this contract or any part thereof, or of its right title or interest therein or its power to execute this contract 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.
16. DEFAULT: The Contract may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Vendor(s) upon non-performance or violation of Contract terms. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Vendor to deliver materials, or items within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute Contract default. Awarded Vendors who default on contracts may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.
17. NEXT BEST BIDDER: In the event of a default by the Awarded Vendor, or cancelation by HCSO, the HCSO reserves the right to utilize the next best responsive Bid and responsible Bidder. In the event of this occurrence, the new Awarded Vendor shall be required to provide the Bid items at the prices as contained in their BID RESPONSE (PART D), for the remainder of the award period.
18. DELIVERY: Product(s) ordered shall be delivered in accordance with estimated time for delivery identified in BID RESPONSE (PART D), if indicated. Failure to do so shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein.  
  
Any backordered product(s) shall be made available within ten (10) calendar days of the time of backorder (original date of receipt). If the backorder cannot be filled within the time frame of this requirement, the HCSO's Fleet Maintenance Division shall be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.
19. PRODUCT RETURNS: Products returned due to HCSO error, quality problems, duplicate shipments, outdated product, incorrect item shipped, or Awarded Vendor errors otherwise not specified shall be replaced with specified products or the HCSO shall be credited/refunded for the full purchase price. There shall be no restocking fee if returned products are resalable. Product returns shall be replaced within three (3) business days of notification to the Awarded Vendor. Delivery terms for a replacement product shall be the same as those set forth in SPECIAL PROVISIONS, *DELIVERY* (PART B, Paragraph 18). Returned items shall be shipped or picked up by the Awarded Vendor.
20. EMERGENCY: If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the item(s) from the most available source.
21. EXCEPTIONS TO BID: All Bid Responses must clearly state with specific detail all deviations to the requirements imposed upon the Bid by the GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C). Such deviations should be stated upon the BID RESPONSE (PART D), or appended thereto. Bidders

are hereby advised that the HCSO will only consider Bid Responses that meet the specifications and other requirements imposed upon them by this Bid. In instances where an exception is stated upon the BID RESPONSE (PART D), said Bid Response will be subject to rejection by the HCSO in recognition of the fact that said Bid Response does not meet the exact requirements imposed upon the Bidder by the GENERAL TERMS AND CONDITIONS (PART A) SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C).

- 22. GOVERNMENTAL PURCHASING COUNCILS: All bids received shall be considered as bids to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils, as listed below. Said members may, at their discretion, utilize this Bid as required.

- |   |   |
|---|---|
| Children’s Board of Hillsborough County               | Hillsborough County Aviation Authority            |
| City of Belleair Beach                                | Hillsborough County Board of County Commissioners |
| City of Clearwater                                    | Hillsborough County Property Appraiser            |
| City of Dunedin                                       | Hillsborough County School Board                  |
| City of Gulfport                                      | Hillsborough County Supervisor of Elections       |
| City of Indian Rocks Beach                            | Hillsborough County Tax Collector                 |
| City of Largo   | Manatee County Board of Commissioners             |
| City of Oldsmar                                       | Pasco County Clerk and Comptroller                |
| City of Pinellas Park                                 | Pasco County Schools                              |
| City of Plant City                                    | Pasco County Sheriff                              |
| City of Safety Harbor                                 | Pinellas County Clerk of the Court                |
| City of Saint Pete Beach                              | Pinellas County Government                        |
| City of Saint Petersburg                              | Pinellas County School Board                      |
| City of Tampa   | Pinellas County Sheriff                           |
| City of Tampa Housing Authority                       | Pinellas Suncoast Transit Authority               |
| City of Tarpon Springs                                | Saint Petersburg College                          |
| City of Temple Terrace                                | State Attorney’s Office                           |
| City of Treasure Island                               | Tampa Airport                                     |
| Clerk of Court and Comptroller of Hillsborough County | Tampa Bay Water                                   |
| Hillsborough County Expressway Authority              | Tampa Palms Community Development District        |
| Hernando County                                       | Tampa Port Authority                              |
| Hillsborough Area Regional Transit Authority          | Tampa Sports Authority                            |
| Hillsborough Community College                        | Town of Indian Shores                             |

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**



**PART C - SPECIFICATIONS**

- 1. **IN GENERAL:** The purpose of this Invitation to Bid (Bid) is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida ("Sheriff") to secure a qualified Vendor(s) to repair and maintain Hillsborough County Sheriff's Office (HCSO) motorcycles at optimal vehicle performance. The expeditious repair and return of HCSO motorcycles is a crucial element for continued public safety in Hillsborough County. There are currently 28 motorcycles in the HCSO Motor Unit. These motorcycles are dispersed throughout the five (5) HCSO Districts.

In keeping with minimizing cost, the Awarded Vendor's repair facility will be located in Hillsborough County and shall have the equipment and personnel required to expeditiously complete the Work. The Awarded Vendor shall further agree to give priority to repairing HCSO motorcycles.

- 2. **SPECIFICATIONS AND SCOPE OF WORK:** The requirements of this Bid shall include, but are not limited to, the repair of: engines, transmissions, primary drive, brakes, clutches, electrical systems, suspensions, steering assemblies, fuel systems, cooling systems, instruments and gauges, seals and gaskets, fairing hardware, tire replacement, warranty work, recalls, and scheduled maintenance. All Work must be performed by Harley Davidson® Factory Trained Technicians.

HCSO personnel, typically a uniformed Motor Unit Deputy, will drive the motorcycle to and from the Awarded Vendor's service facility. In some cases, HCSO motorcycles which are safe to operate to and from the service facility will require pick up from and delivery to the HCSO Fleet Maintenance garage by the Awarded Vendor's authorized personnel. On occasion, HCSO may request to have a motorcycle picked up from or delivered to one of the District offices or an HCSO Motor Unit Deputy's residence. When this occurs, the Awarded Vendor will be notified of the change in location by HCSO personnel.

Fleet Maintenance is located at:

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

- 3. **SERVICE PROVIDER LOCATIONS:** The Awarded Vendor shall complete and return APPENDIX III – *Service Provider Locations*, with the BID RESPONSE (PART D) indicating all authorized service provider locations within Hillsborough County and contact information. The Awarded Vendor shall provide HCSO with current contact and location information whenever information is changed or updated.
- 4. **SERVICE HOURS OF OPERATION:** The Awarded Vendor shall be open a minimum of the following hours:
 

Monday – Friday	9:00 A.M. – 6:00 P.M.
Saturday	9:00 A.M. – 5:00 P.M.
Sunday	10:00 A.M. – 4:00 P.M.

Exceptions to the store hours, if any, must be noted in the BID RESPONSE, *Exceptions* (PART D, Paragraph 1).

5. ESTIMATED QUANTITIES: The estimated annual expenditure for services to be performed under this Contract is approximately \$58,000. This estimate is furnished as a guide for preparing the BID RESPONSE (PART D), and should not be construed as representing actual value of services to be provided under this Bid.
6. LABOR RATES: Labor rates are to include all overhead cost such as transporting motorcycles to and from the service facility, estimate preparation, shop supplies, and all incidentals.
7. MOTORCYCLE INFORMATION: The HCSO Motorcycle Fleet currently includes, but is not limited to, 2019 through 2021 Harley Davidson Electra Glide Model FLHTP motorcycles.
8. TYPE OF REPAIRS: HCSO vehicle repairs will include but not be limited to the following:
  - Remove, replace, repair and rebuild engines
  - Remove, replace, repair and rebuild heads, valves, and reseat valves
  - Remove, replace, repair alternator stators
  - Remove, replace, repair and rebuild transmissions
  - Flashing and/or remapping ECMs and BCMs
  - Repair of brake systems
  - Repair or replace all types of electrical systems and component parts, including batteries and emergency lights
  - Repair or replace fuel systems and component parts
  - Scheduled maintenance performed at Harley Davidson® recommended intervals
9. SCHEDULED MAINTENANCE: Scheduled maintenance shall commence at 1,000 miles and continue to be performed every 5,000 miles as recommended by Harley Davidson®. The Recommended Maintenance Schedule is herein as EXHIBIT A. At a minimum, each scheduled maintenance shall include the inspections and services recommended by Harley Davidson® for the current mileage. When an HCSO motorcycle presents to a service facility for scheduled maintenance, a scheduled maintenance checklist shall be completed and provided with the invoice. The Bidder shall include with their Bid Response a copy of their schedule maintenance inspection form.

When an HCSO motorcycle is presented for service or repairs, all agreed upon Work shall be prioritized and completed in a timely manner.
10. TIRES: Tires shall be replaced when tread depth is at or less than 3/32"; wear bar is visible; or bumps, bulges, flat spots, punctures, cuts or other damage is present. Tire repairs, such as plugs or patches, are not approved and will not be accepted. Replacement tire pricing, as noted in BID RESPONSE, *Pricing – Line A* (PART D, Paragraph 2), shall include front or rear tire, mounting, dismounting, balance and valve stem replacement.
11. ESTIMATES: For each motorcycle presented for a scheduled maintenance or for repair the technician or their supervisor must contact the HCSO Service Writer to describe the nature and extent of the observed need and obtain further instructions before proceeding with any work. No additional Work shall commence until approved by the Service Writer or authorized HCSO designee with the issuance of a work order number which shall be recorded on the invoice.

At a minimum each estimate shall include:

- Vehicle Identification Number (VIN)
- HCSO Vehicle Number
- HCSO License Plate Number
- HCSO Work Order Number
- Description of Proposed Work to be performed
- Labor Rate and Labor Hours
- Cost of Parts:
  - Identify Harley Davidson® Genuine Motor Parts are being used
  - Include percentage markup on parts used.

The Awarded Vendor shall provide to the HCSO Fleet Section Manager a current cost list for OEM parts for reference in determining the Awarded Vendor's costs from which the HCSO price will be calculated. The Awarded Vendor will ensure the cost list for OEM parts remains current by providing updates as available.

The HCSO Fleet Section Manager or their designee reserves the right to review each estimate with the Awarded Vendor and negotiate until agreement is reached that the estimate is complete and reasonable. No Work shall commence until the Section Manager or their designee approves the estimate.

12. **INVOICING AND PAYMENTS:** The Awarded Vendor shall invoice the HCSO for Work completed. All invoices must have a unique invoice number. Each motorcycle shall be invoiced separately from other motorcycles. Rates for repairs are to be based on a flat hourly labor rate, as noted in BID RESPONSE, *Pricing - Line A* (PART D, Paragraph 2), with separate line items for parts used.

At a minimum each invoice shall include:

- Vehicle Identification Number (VIN)
- HCSO Vehicle Number
- HCSO License Plate Number
- HCSO Purchase Order Number
- HCSO Work Order Number
- Description of Work performed
- Labor Rate and Labor Hours, if applicable
- Cost of Parts, if applicable
  - Identify Harley Davidson® Genuine Motor Parts were used
  - Include percentage markup on parts used

Invoice pricing shall match the approved estimate for all repairs. The actual time spent on repair multiplied by the Bid Labor Rate plus actual parts costs with markup will be the basis of the final invoice. The Awarded Vendor's parts cost must be readily available to the HCSO for review. Audits will be performed randomly on a quarterly basis or as deemed necessary by Fleet Maintenance and shall require the Awarded Vendor to provide proof of cost and use of Harley Davidson® Genuine Motor Parts.

Packing slips, whether from Awarded Vendor or Third Party Vendor, shall indicate the HCSO purchase order number for each item enclosed in packaging.

All invoices for repairs, scheduled maintenance, and any parts picked up from the Awarded Vendor shall be e-mailed to [AccountsPayable@HCSO.Tampa.FL.US](mailto:AccountsPayable@HCSO.Tampa.FL.US) and, in order to track acceptance of Work, a COPY shall be e-mailed for approval by the HCSO Fleet Section Manager or designee, to [Fleet@HCSO.Tampa.FL.US](mailto:Fleet@HCSO.Tampa.FL.US).

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at ☎ (813) 247-8276 or ✉ [AccountsPayable@HCSO.Tampa.FL.US](mailto:AccountsPayable@HCSO.Tampa.FL.US). Payment shall be made in accordance with Chapter 218, Part VII, *Florida Statutes* which states the vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

13. HARLEY DAVIDSON® GENUINE MOTOR PARTS / OEM PARTS: All parts installed on HCSO motorcycles shall be new and shall be Harley Davidson® Genuine Motor Parts, also known as Original Equipment Manufacturer (OEM) parts, matching the part being replaced. The HCSO shall not accept aftermarket parts without prior written approval by the HCSO Fleet Section Manager. Replacement parts shall not in any way void Manufacturer's warranty.

When a uniformed HCSO Motor Unit Deputy requests and receives parts from the Awarded Vendor's service facility, an invoice will be provided to the Deputy and a copy of the invoice will be submitted as noted in SPECIAL PROVISIONS, *Invoicing and Payments* (PART C, Paragraph 13) for payment. On occasion an HCSO Motor Unit Deputy will request parts for multiple motorcycles, each motorcycle will require a separate invoice.

14. HCSO-PROVIDED PARTS AND MATERIALS: The HCSO may require the Awarded Vendor to install parts and materials provided by the HCSO. These parts may be new or used. The Awarded Vendor shall charge the Bid Labor Rate for the installation of these parts.
15. OUTSIDE REPAIRS: Any resulting award shall not be construed to encompass all repairs to the HCSO Motor Unit motorcycles. The HCSO reserves the right to have repairs performed by other providers, if deemed necessary, to keep the maximum number of HCSO Motor Unit motorcycles in full operation.
16. MOTORCYCLE SECURITY: All HCSO motorcycles shall be kept secured while in the Awarded Vendor's possession. Unless being actively serviced, all motorcycles and keys shall be kept in a secure location at the Awarded Vendor's service facility. To the extent provided by the law, the Awarded Vendor shall be accountable and liable for damage or loss to HCSO motorcycles, to any and all personal property in or on the motorcycle(s), and for all motorcycle accessories and equipment. The Awarded Vendor shall be responsible for returning the motorcycle in the same condition as it was received.

As a matter of public safety, the Awarded Vendor shall operate HCSO motorcycles on public roadways solely for the purpose of transporting said motorcycle to and from the Awarded Vendor's shop, and only between the hours of 7:00 A.M. through 6:00 P.M., Monday through Friday. The Awarded Vendor while operating the motorcycle will refrain from the use of any and all law enforcement equipment and accessories.

17. HIDDEN DAMAGES: When during the course of repairing a motorcycle, hidden damages or repair needs are uncovered, the Awarded Vendor shall immediately contact the HCSO Fleet Section Manager or their designee to advise as to the nature and extent of the uncovered damage and provide a written estimate of the additional cost to repair. No additional Work shall commence until approved by the HCSO Fleet Section Manager or their designee.
18. TIME FOR COMPLETION OF REPAIRS: All authorized repairs shall be completed and the motorcycle returned to HCSO Fleet Maintenance or HCSO Motor Unit Deputy within five (5) business days or less following approval of the estimate. If a repair is expected to take longer than five (5) business days, the Awarded Vendor must include a time of completion and justification for the time extension in the written estimate. The HCSO reserves the right to use an alternate repair service if the Awarded Vendor cannot complete the Work within an acceptable time frame.
19. WARRANTY: The Awarded Vendor will warrant all replacements and repairs for a one (1) year period from the date of the Work completion. If a failure develops during the warranty period, the Awarded Vendor is responsible for repairs at no cost to the HCSO.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**PART D - BID RESPONSE**

The undersigned understands that this Bid Package **must be signed in ink** and that an **unsigned** Bid Package will be considered nonresponsive and subject to rejection by HCSO. **The undersigned must be an Officer of the Company or a designated agent empowered to bind the Company in Contract.**

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE BIDDER ACCEPTS THE TERMS, CONDITIONS, PROVISIONS, MANDATES, AND OTHER CONDITIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) AND SPECIFICATIONS (PART C), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS BID.

\* \* \* USE INK ONLY \* \* \*

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

BID PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO BID: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HCSO. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 21 OF THE SPECIAL PROVISIONS (PART B).**

1. **EXCEPTIONS:** The following represents every deviation (itemized by number) to the foregoing GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C) upon which this Bid Package is based, to wit:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

2. **PRICING:** The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the item(s) required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted in the BID RESPONSE, *Exceptions* (PART D, Paragraph 1). All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for cancelation of award.

We hereby propose to furnish the below described Bid Item(s) in accordance with the Bid Package, except as noted in the BID RESPONSE, *Exceptions* (PART D, Paragraph 1):

Bid Item #	Item Description	Price
A	Labor Rate	\$ / Hour
B	Harley Davidson® Genuine Motor Parts	% above Cost
C	Front Tire Replacement <i>Includes tire, mount, dismount, balance, valve stem replacement</i>	\$ / Each
D	Rear Tire Replacement <i>Includes tire, mount, dismount, balance, valve stem replacement</i>	\$ / Each
<b>Scheduled Maintenance Intervals</b>		
E.1	1,000 Mile Service	\$
E.2	5,000 Mile Service	\$
E.3	10,000 Mile Service	\$
E.4	15,000 Mile Service	\$
E.5	20,000 Mile Service	\$
E.6	25,000 Mile Service	\$
E.7	30,000 Mile Service	\$
E.8	35,000 Mile Service	\$
E.9	40,000 Mile Service	\$
E.10	45,000 Mile Service	\$
E.11	50,000 Mile Service	\$

3. VENDOR ORDER INSTRUCTIONS: Describe the preferred method of contact to request service. (Print the information below):

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office ☎: (\_\_\_\_) \_\_\_\_\_ Mobile 📱: (\_\_\_\_) \_\_\_\_\_ Fax 📠: (\_\_\_\_) \_\_\_\_\_

Email ✉: \_\_\_\_\_

Company Website 🌐: \_\_\_\_\_

4. BID CONTACT INFORMATION: Provide the contact information for the individual submitting this BID RESPONSE. (Please print the information below):

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

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office ☎: (\_\_\_\_) \_\_\_\_\_ Mobile 📱: (\_\_\_\_) \_\_\_\_\_ Fax 📠: (\_\_\_\_) \_\_\_\_\_

Email ✉: \_\_\_\_\_

Describe the preferred method of contact for questions regarding this bid submission:

\_\_\_\_\_

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**



**SIGNATURE OF AFFIRMATION AND DECLARATION**

At this present time, we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package. **The undersigned must be an Officer of the Company or a designated agent empowered to bind the Company in Contract.**

The below named Bidder affirms and declares:

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

The undersigned agrees that this Bid shall remain open for 60 days following the opening of Bids.

Respectfully submitted by,

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

\_\_\_\_\_  
Company Officer Name (printed) Date

\_\_\_\_\_  
Company Officer Signature Title

**BID CHECKLIST**

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

**Include this checklist as a cover page with your Bid Package:**

- ONE (1) ORIGINAL completed copy of the entire Bid Package.
- SIGNATURES required PARTS A and D.
- Any Addenda or Amendments (Signatures required).
- Completed PART D including *Vendor Instructions, Bid Contact Information and Affirmation and Declaration* signature page.
- APPENDIX I – Completed *Vendor Packet* to include completed Vendor Application, W9, Direct Deposit and Business Tax Receipt or other government issued business license.
- APPENDIX II – *Statement of No Bid*
- APPENDIX III – *Service Provider Locations*
- EXHIBIT A – *Recommended Maintenance Schedule*
- Copy of Bidder's *Scheduled Maintenance Checklist*, as requested in Specifications, Scheduled Maintenance (PART C, Paragraph 9)
- Manufacturer literature and warranty information, if applicable.

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

**REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK**

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
SHERIFF'S OPERATIONS CENTER  
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION  
2008 EAST 8<sup>TH</sup> AVE  
TAMPA FL 33605

BID PACKAGE SUBMITTAL

From: \_\_\_\_\_

BID # 2021-018

MOTORCYCLE  
MAINTENANCE AND REPAIR

OPENING DATE/TIME:  
JUNE 23, 2021 @ 3:00 PM