



December 30, 2024

**SUBJECT:** Invitation to Bid 2024-028 *Fuel Gas Services*

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in the referenced section(s) of 2024-028.

1. Pages 5, 38 to be replaced in their entirety to extend the deadline from January 2, 2025 to January 9, 2025.
2. The Q&A that has already been submitted and answers are being attached and incorporated into the BID.

Please complete the acknowledgement of this notice on the next page of this document and include it in your proposal response.

Sincerely,

William V. Spinelli, CPA  
Chief Financial Officer

WVS/mt

*Enclosures*

2024-028, page 5, 38  
Q&A #1

**Section 1 Introduction and Instructions**

**1.1 Bid Overview.**

1.1.1 Subject: Invitation to Bid 2024-028

Bid Title: Fuel Gas Services

**Bid Opening: January 9, 2025**

Bid Opening Place: Sheriff’s Operation Center (SOC), 2008 East 8th Avenue, Tampa, Florida, 33605

Buyer: Marianne Theen, [MTheen@TeamHCSO.com](mailto:MTheen@TeamHCSO.com)

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff’s Office (“HCSO”) in securing contracts with one or more suppliers to provide delivered various fuel gases like propane, natural gas, and acetylene to HCSO and Participating Public Agencies.

The services required include:

- o **Delivery:** Delivering fuel gases to tanks for refilling as well as cylinders.
- o **Installation, Repair, and Maintenance:** Potentially installing, repairing, or maintaining tank or cylinder equipment.

The HCSO aims to have the resulting contract agreements managed by the Florida Sheriff’s Association (FSA).

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.

**1.2 Proposed Schedule.**

The Bid schedule set out herein represents the Hillsborough County Sheriff’s Office’s (HCSO or Buyer) best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt, is delayed, the rest of the schedule may shift accordingly. All times are Eastern Standard Time.

Issue Date: Advertisement/Website Publication/etc.	December 5, 2024
Letter of Intent and Questions and Clarifications Deadline	December 19, 2024 Noon
Deadline for Receipt / Bid Opening	<b>January 9, 2025 3:00 PM EST</b>
Award Target Date ( <i>Estimated</i> )	January 27, 2025

1.2.1 This Bid does not, by itself, obligate the HCSO.

The HCSO’s obligation will commence when the contract is awarded. Upon written notice to the Bidder, the HCSO may set a different starting date. The HCSO will not be responsible for any Work commenced, even in good faith, if it occurs prior to the contract start date set by the HCSO.

**1.3 Contract Documents.**

During award procedures, the Bid, its attachments, its amendments, and Bid package submitted by the Bidder will become incorporated into an agreement that becomes the “Contract Document.” This agreement will require the signatures of the Bidder and either the signature of the Sheriff, Chief Deputy, or the Chief Financial Officer to become binding. A draft copy of the proposed agreement and its terms and conditions are attached to this ITB for review. The final executed agreement may have differing terms due to corrections and/or negotiations. All Bid Packages become the property of the HCSO and will not be returned to the Bidder. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Bid or the Contractor’s response. In all other matters not affected by the written clarification, if any, the Bid and all amendments thereto shall govern. The Bidder is cautioned that his Bid shall be subject to acceptance without further clarification.

5.8 **Bid Packaging Label.**

Below is the information required on the outermost packaging of your Bid Package. Use this as a label.

<b>URGENT - SEALED SUBMITTAL PACKAGE ENCLOSED</b>		
<b>HILLSBOROUGH COUNTY SHERIFF'S OFFICE</b>		
<b>SHERIFF'S OPERATIONS CENTER</b>		
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION		
2008 EAST 8 <sup>TH</sup> AVE		
TAMPA FL 33605		
<b>URGENT</b>	<b><u>PACKAGE SUBMITTAL</u></b>	<b>URGENT</b>
From: _____		
# 2024-028		
Fuel Gas Services		
OPENING DATE/TIME:		
January 9, 2025 3:00 PM EST		

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

**Questions & Answers**  
(DEADLINE December 19, 2024 12:00pm EST)  
#1

- 1. Section 3.22 states " Where Suppliers are required to enter or go onto HCSO, FSA or purchaser property to deliver materials or perform work or services as a result of a Bid Award, the Supplier will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance."**

**Is the correct interpretation of this language that Supplier would bear the cost of all direct costs for permits for jobs requested by the HCSO? Or could a Permit Application be listed on the product matrix with a 0% Markup for the administrative expense of filing the application? The concern is that an unlimited number of permit application fees could place unexpected financial burden on supplier.**

**Answer:** Yes, an Awarded Supplier may be responsible for obtaining permits on behalf of the Eligible Purchaser. Fees associated with permits may be listed as an ADDITIONAL FORSEEN EXPENSE at the suppliers behest.

- 2. Does the mark up per gallon listed on the Pricing matrix need to be based over a specific index like Mt. Belvieu? Can it be based over a laid in cost that includes the index cost + the cost to transport to our facility? Should we provide an example of what today's rate at the quoted mark up would be?**

**Answer:** The *Markup per-Gallon, Delivered* listed should include the final cost-plus markup price, to include associated delivery cost(s) to an eligible purchaser. Supporting documentation for the Bidder's cost must be readily available to the HCSO for review.

- 3. Can a volume based schedule be used in the Pricing Matrix: for example:**

**If delivered quantity is less than 50 gallons, mark up = \$y.yy / gallon**

**If delivered quantity is greater than 50 gallons, markup = \$x.xx / gallon**

**Answer:** Yes, more than one pricing schedule may be submitted for quantity-based rates.

- 4. Exceptions - Do we need to list exceptions for any products listed on the pricing matrix that we do not supply?**

**Answer:** An exception is not required if a Supplier does not bid on all lines. Please mark the Pricing Matrix line with "No Bid," or similar, to clarify that the omission was not accidental.

**5. Labor Rates – Can multiple labor rates be listed for service technicians with different levels of qualifications? If so, how should these be listed?**

**Answer:** Yes, labor rates may be provided which are less than the requested *NOT TO EXCEED* rate per hour.

**6. Pricing Matrix – can additional products, services, or packages be added to the Pricing Matrix?**

**Answer:** Yes. Any additional offering may be referenced in the exceptions and submitted for consideration in the same format as the provided pricing matrix.

**7. Is there a compliant way to provide a written explanation alongside a product, service or package being offered on the pricing matrix (if additional products, services or packages can be listed in the pricing matrix)**

**Answer:** Yes, any additional descriptive literature provided should be summarized in the product, service, or package offering listed within the referenced exceptions.

**8. Bid request mentions that HCSO may use past performance to determine responsiveness. Is the supplier expected to provide evidence of such past performance? If so, what kind of evidence of responsiveness and responsibility is accepted?**

**Answer:** No, the supplier is not expected to provide evidence of past performance.

**9. Can the supplier be given permission to utilize subcontractors to ensure performance during a state of emergency? Can language to this effect be added to the contract? Written approval could be granted by the purchasing body prior to the anticipated event in many instances.**

**Answer:** Prior written approval of HCSO or the Eligible Purchaser may allow for subcontracting during an emergency state. Any subsequent contract from this solicitation may be negotiated to include subcontracting clauses.



**CHAD CHRONISTER, SHERIFF**

ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in  
Amendment #1 to Invitation to Bid 2024-028 Fuel Gas Services.

PLEASE PRINT: Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature:* \_\_\_\_\_

(Signed Acknowledgment must be included with your Submission)