

Questions & Answers

#2

2. Do you accept equivalent brands if they meet the required dimensions, materials, and quality?

Answer: The Hillsborough County Sheriff's Office (HCSO) will accept any brand that meets the specifications outlined in section 2.1 Specifications and Scope of Work in the solicitation.

3. Can the products have certifications such as Green Seal or ECOLOGO to strengthen the proposal?

Answer: The Hillsborough County Sheriff's Office (HCSO) requests that all products meet the specifications outlined in section 2.1. The Green Seal or ECOLOGO is not specified. Therefore, it will not strengthen any proposal.

4. What is the estimated frequency of orders and the average volume per product?

Answer: The Hillsborough County Sheriff's Office (HCSO) will place orders on an as-needed basis. Please ref Appendix II – Pricing Matrix for estimated annual usage of each item.

5. Should pricing be quoted per unit or per box/packaging?

Answer: The Hillsborough County Sheriff's Office (HCSO) requests that pricing be provided in the unit of measure in which the product is sold. Please use Appendix II – Pricing Matrix to indicate both the pricing and corresponding unit of measure.

6. Does the contract allow for quantity modifications during the contract term?

Answer: The Hillsborough County Sheriff's Office (HCSO) will allow an escalation/de-escalation provision in this Contract. The prices set herein shall have the opportunity to be adjusted during the renewal period for each term of the contract. A price escalation request outside of the renewal process may be accepted. These requests must reference/cite and include any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. Please refer to section 3.14 in the solicitation.

7. Is there a specific form that must accompany the sample submission?

Answer: The Hillsborough County Sheriff's Office (HCSO) requests that the sample label be submitted with each sample provided. Please refer to section 5.8.1 Sample Label.

8. What are the technical evaluation criteria for the samples (texture, absorbency, strength, dispenser compatibility)?

Answer: The Hillsborough County Sheriff's Office (HCSO) will evaluate each sample based on specifications, quality, and durability.

9. Will the proposer be notified if the sample fails to meet requirements before the process closes?

Answer: The Hillsborough County Sheriff's Office (HCSO) will not notify suppliers of failed samples. All notifications will be made once an award decision has been determined.

10. Are there specific delivery times or restrictions at 1201 Orient Road, Tampa?

Answer: The Hillsborough County Sheriff's Office (HCSO) 1201 Orient Road Warehouse hours of operation are Monday – Friday from 6am to 4pm.

11. Is advance scheduling or an appointment required for deliveries?

Answer: The Hillsborough County Sheriff's Office (HCSO) does not require advance scheduling or an appointment for deliveries. All deliveries are to be made during the normal business hours of the HCSO Orient Road Warehouse.

12. Will multiple deliveries per product be accepted (e.g., in case of backorders)?

Answer: The Hillsborough County Sheriff's Office (HCSO) prefers that all orders be shipped complete. The awarded supplier will be provided with the Warehouse Manager's contact information to coordinate any urgent product needs. Any backordered product(s) shall be made available within 60 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 Financial Services Division shall be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein. Ref: 3.10 Delivery

13. Can a company located outside Hillsborough County but registered with Sunbiz participate without disadvantage?

Answer: The Hillsborough County Sheriff's Office (HCSO) will not penalize any supplier not registered with Sunbiz. Suppliers must, by the time of award, be registered to do business in the State of Florida on SunBiz.gov. Refer to section 3.8 Basis for Award.

14. Can a third-party logistics (3PL) warehouse located outside Hillsborough be used as the main distribution center?

Answer: The Hillsborough County Sheriff's Office (HCSO) will allow distribution centers located outside of Hillsborough County to qualify for this Bid. The minimum technical requirements will be utilized over the minimum qualification requirements. This will be determined by the amount of shipping time needed by the supplier to provide the product to HCSO. If the awarded supplier is an authorized distributor of the product and adheres to the agreed-upon ARO delivery requirements listed in the Bid response on Appendix II- Pricing Matrix.

15. Does the "Factory Authorized Distributor" requirement apply if the supplier distributes equivalent generic products?

Answer: The Hillsborough County Sheriff's Office (HCSO) requires the awarded supplier to be an authorized distributor for all products provided, regardless of brand.

16. Should financial documentation be submitted with the proposal or only if shortlisted?

Answer: The Hillsborough County Sheriff's Office (HCSO) will request financial documentation if needed, but it is required to be submitted with the Bid proposal.

17. How is price weighted compared to other factors such as experience, logistical capacity, and compliance with specifications?

Answer: The Hillsborough County Sheriff's Office (HCSO) will use a weight evaluation to evaluate specifications 30%, price 30%, quality 20%, and durability 20%.

18. Will there be a technical evaluation committee or is the decision solely the buyer's?

Answer: The Hillsborough County Sheriff's Office (HCSO) will have an evaluation team selected by the Project Manager. The Buyer will make a recommendation based on the results of the evaluations.

19. When will the scoring and award table be published on the HCSO website?

Answer: The Hillsborough County Sheriff's Office (HCSO) will post the final tabulation sheet on our public website teamhcsoc.com/purchasing and demandstar.com after an award decision has been made.

20. What criteria will be used to approve price adjustments during the renewal (e.g., only CPI, inflation, or documented justification)?

Answer: The Hillsborough County Sheriff's Office (HCSO) will research the Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct

an analysis to determine if the submitted justification and evidence are sufficient. Refer to section 3.14 Escalation/De-escalation in Pricing.

21. Is it allowed to negotiate a new price in case of extraordinary manufacturer price increases before the renewal period?

Answer: The Hillsborough County Sheriff's Office (HCSO) will allow a price escalation request outside of the renewal process. Refer to section 3.14 Escalation/De-escalation in Pricing.

22. Will the responses to questions be published publicly on the website, or only sent directly to the proposer?

Answer: The Hillsborough County Sheriff's Office (HCSO) posts answers to all questions received publicly on our website teamhcsoc.com/purchasing and demandstar.com.