



OFFICE OF THE SHERIFF

Chad Chronister, Sheriff
Jose Docobo, Chief Deputy
Hillsborough County, Florida

February 12, 2018

SUBJECT: Amendment No. 1 to Bid 7-18 Bulk Fuel Site Preparation & Tank Installation

MESSAGE: Please note and acknowledge the following changes or additions to be included in RFP 7-18:

1. The Questions & Answers deadline has been extended. The Table of Contents, Proposed Schedule of Events, found on page three (3) will be replaced as follows.

PROPOSED SCHEDULE OF EVENTS	DATE
RFP ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	1/29/18
PRE-PROPOSAL CONFERENCE AT SITE LOCATION AND LETTER OF INTENT DUE	2/6/18
QUESTIONS AND ANSWERS CLOSING	2/19/18
DEADLINE TO SUBMIT PROPOSAL	3/1/18
AWARD NOTIFICATION TARGET DATE	3/16/18

2. Page five (5) and 35 will be replaced in its entirety to cover the change in Opening Date and Time, see attached.

Please note that this document hereby becomes a part of Bid 7-18 and without this document, the Bid is considered incomplete.

Sincerely,

Christina R. Porter, CPA
Chief Financial Officer

CRP/dj/cbc

Enclosure

ACKNOWLEDGEMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the
Amendment No. 1 to Bid 7-18.

PLEASE PRINT – Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgement must be included with your Bid Package)

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

VENDOR NAME: _____

SUBJECT: Request for Proposal Number 7-18

Proposal Title: Bulk Fuel Site Preparation and Tank Installation

OPENING DATE and TIME: 3/1/18 at 3:00 pm. EST

PLACE: Malcolm E. Beard Sheriff's Operation Center
Financial Services Division, Purchasing Section
2008 E. 8th Avenue, Room #125
Tampa, Florida 33605

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

MANDATORY PRE-PROPOSAL CONFERENCE: 2/6/2018 at 11:00 am. EST or EDT

PLACE: Proposed Bulk Fuel Site
4702 Sydney Road
Plant City, Florida 33567

PART A - GENERAL TERMS AND CONDITIONS:

1. **Proposals:** Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 E. 8th Avenue Room #125, Tampa, Florida 33605. **To prevent inadvertent opening, the Proposal must be marked as a PROPOSAL DOCUMENT (including the Proposal number, the date and time of the Proposal opening) on the outside of the envelope.**

If our specifications, when included in our Request for Proposal (RFP), are not returned with your Proposal Package, 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 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 Proposal Response (Part D).

2. **Proposal Delivery:** The responsibility for getting the Proposal Package 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 Proposer unopened with the notation "This Proposal was received after the time designated for the receipt and opening of proposals".

CHECKLIST, Include the following:

- ONE ORIGINAL and TWO COPIES OF the entire RFP.
- SIGNATURES required Parts A and D.
- Any Addendums or Amendments (Signatures required).
- Completed Part D including references, project approach and planning, subcontractor list, resumes, signature page, vendor information.
- Certificates of Insurance and Business Tax Receipt.
- Professional Licenses (if applicable).
- Manufacturer literature and warranty information if applicable.
- Appendix I, Vendor Packet

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

CHAD CHRONISTER, SHERIFF
2008 E. 8TH AVE
TAMPA, FLORIDA 33605
ATTN: PURCHASING Ext. 8034

PROPOSAL PACKAGE SUBMITTAL

From: _____

RFP # 7-18

OPENING DATE and TIME:

3/1/18 @ 3:00 pm