



March 3, 2025

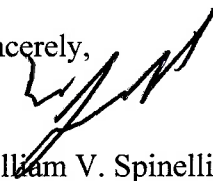
**SUBJECT:** RFQ 2023-004 Roofing Services  
Change Order #1

**MESSAGE:** Please acknowledge and accept the following changes put forth in change order #1 for RFQ 2023-004 *Roofing Services*:

1. Page 2 has been amended to update the agency Buyer;
2. Page 4 has been updated to include additional dates for acceptance of new submissions;
3. Page 5, Part A *General Terms and Conditions*, Paragraph 1 *SUBMITTALS* has been updated as to how HCSO will accept electronic formatted copies;
4. Page 12, Part B *Special Provisions*, Paragraph 7 *PREPARATION AND SUBMITTAL PACKAGE* has been updated to include electronic copy submission direction and reference;
5. Page 20, Part C *Scope of Services*, Paragraph 4 *SECURITY* has been added to the RFQ to mention high security areas;
6. Page 29 has updated submittal requirements in alignment with item 4;
7. Page 30 has been updated to reflect the most recent opening date and time.

Please complete the Acceptance of this change order on last page of this document and return to the Senior Procurement Analyst, Wady Almanzar by email at [WAlmanzar@teamhcs.com](mailto:WAlmanzar@teamhcs.com) or [purchasing@hcs.tampa.fl.us](mailto:purchasing@hcs.tampa.fl.us).

Sincerely,



William V. Spinelli, CPA  
Chief Financial Officer

WVS/fk  
Enclosures

*Pages 2, 4, 5, 12, 20, 29-30 from RFQ 2023-004*

**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

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

**INSTRUCTION TO ROOFING CONTRACTORS**

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C), and SUBMITTAL RESPONSE (PART D), which together with all attachments, constitute the entire "Submittal Package". **Said Submittal Package must be the basis upon which all submittals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Roofing Contractor (RC) must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and SUBMITTAL RESPONSE (PART D). Any questions concerning this Request for Qualifications (RFQ) should be directed to the Buyers whose names appear above.

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

**NOTICE TO ROOFING CONTRACTORS**

**WHEN SUBMITTING A SEALED SUBMISSION, THE EXTERIOR OF THE PACKAGE  
MUST BE CLEARLY MARKED AS SUCH.  
UTILIZE THE INCLUDED PACKAGING LABEL AT THE END OF THIS DOCUMENT.**

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

**SUBJECT:** Request for Qualifications 2023-004

**RFQ TITLE:** Roofing Services

PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO, OSD and MBE/SBE Websites	March 9, 2023
DEADLINE TO SUBMIT QUESTIONS	March 23, 2023
DEADLINE TO SUBMIT / NON-PUBLIC OPENING	April 6, 2023 2:00 PM EST
Award Notification Target Date	April 20, 2023

2025 RE-OPENING SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	March 5, 2025
DEADLINE TO SUBMIT LETTER OF INTENT	April 15, 2025
DEADLINE TO SUBMIT / NON-PUBLIC OPENING	April 15, 2025 3:00 PM EST
Award Notification Target Date	April 29, 2025

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

**NOTE:** This is not a Bid. There will be no public Bid Opening. Qualification submissions received by the date and time stated herein will be reviewed and the list of acceptable RCs will be posted to our Public Website, <https://TeamHCSO.com>.

**RFQ Overview:** This request is for the provision of a Professional Services contract for Roofing Services to be utilized on future roofing efforts at various HCSO buildings, sites, and detention facilities. Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida, shall select multiple qualified RCs to be pre-qualified to provide Roofing Services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many RCs as are interested, to evaluate those responses, and to select the most qualified RCs. There is no Work guaranteed to any RC as a result of being selected. The HCSO reserves the right to contract for Roofing Services to the extent required for future projects.

**PART A - GENERAL TERMS AND CONDITIONS**

1. **SUBMITTALS:** 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, FL 33605. **To prevent inadvertent opening, the Submittal must be marked as a SUBMITTAL PACKAGE (including the Submittal number, date, and time of opening) on the outside of the package.**

Electronic responses may be submitted through a secure mailbox at DemandStar ([www.demandstar.com](http://www.demandstar.com)) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and time.

If our specifications, when included, are not returned with your RFQ, and no specific reference is made to them in your SUBMITTAL RESPONSE (PART D), it will be assumed that all specifications will be met.

2. **SUBMITTAL DELIVERY:** The responsibility for delivering the Submittal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the RC. 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 RC shall be responsible for reading very carefully and understanding completely the requirements within this document. Submittals 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 submittal.
4. **TIME FOR CONSIDERATION:** The RC warrants, by virtue of submitting, the contents quoted in their Response will be good for a review period of 60 calendar days from the date of RFQ opening unless otherwise stated. RCs will not be allowed to withdraw or modify their RFQ after the opening time and date.
5. **PRICES:** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Qualified RCs upon request.

**The RC'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 RFQ, and that all applicable taxes and fees shall be deemed to have been included in any subsequent project proposal(s) as part of the cost, when applicable.**

6. **BID ERRORS:** Submittals having erasures or corrections must be initialed in ink by the RC.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** The RC must furnish all information requested in the Submittal. If specified, each RC must submit descriptive literature and/or complete narratives covering the services offered. Submittals that do not

6. **E-VERIFY REQUIREMENT:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded RC(s), 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 RC(s) enters into a contract with a Subcontractor, the Subcontractor must provide the Awarded RC(s) with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded RC(s) shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded RC(s) has knowingly violated §448.09(1), *Fla. Stat.*, the Agreement will be terminated. If the Sheriff has a good faith belief that a Subcontractor knowingly violated this subsection, but the Awarded RC(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded RC(s) and order the Awarded RC(s) 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 an Agreement with an Awarded RC(s) as provided above, the Awarded RC(s) may not be awarded any Agreement for at least one (1) year after the date on which the Agreement was terminated. The Awarded RC(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of an Agreement.
7. **PREPARATION AND SUBMITTAL PACKAGE:** Submittals shall be signed in ink by an authorized principle of the RC. Signatures are required for the acknowledgement to the GENERAL TERMS AND CONDITIONS (PART A) and a SIGNATURE OF AFFIRMATION TO THE SUBMITTAL RESPONSE (PART D). All attachments to the RFQ requiring signature acknowledgement (e.g. amendments) are to be returned with the Submittal Package.

Submittals are to be delivered in a sealed package. The face of the package shall indicate the RFQ name, number, and time and date of the opening. A label is provided within this document.

Submittals must be received by the HCSO Purchasing Section no later than the time and date shown herein. RCs mailing their Submittals should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the Submittals. Submittals or unsolicited amendments to Submittals, received by the HCSO after the acceptance date will not be considered.

RCs shall submit the required Submittal Package and any additional literature or attachments in the form of one (1) original document package. Any proprietary information should be marked as such on the original and a redacted copy should be included separate from the rest of the Submittal.

- Physical submitted Bids must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operation Center, Financial Services Division – Purchasing Section, 2008 East Eighth 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 outermost envelope or packaging material – See 5.8 Packaging Label.
- Electronic bids may be submitted through a secure mailbox at DemandStar ([www.demandstar.com](http://www.demandstar.com)) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and

time.

The HCSO reserves the right to postpone the date for receipt and opening of Submittals 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 RC.

Submittals will be reviewed by multiple HCSO personnel. Failure to submit all required items in the manner specified may result in the RC's Submittal being disqualified. RC's selections to a pre-qualified list will be substantiated by supportive comments by each Reviewer. Each Reviewer will independently read all eligible Submittals with the exception of any pricing or rate schedules included, if applicable. Any clarifications requested by a Reviewer will be presented to the RC through the Buyer. When all reviews are complete, the Buyer will create an initial selection matrix indicating the group's collective pre-qualified list of RCs.

8. **REVIEW OF SUBMITTALS:** Initially, all Submittals will be reviewed to determine if the RC is both responsive in terms of the completeness of the Submittal Package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Submittals determined to be deficient in either responsiveness or responsibility may be rejected without further review.

For RCs to be considered responsive, offerors must meet these minimum requirements:

- a. Complete and return Submittal Package in a concise, well-organized platform, including all requested and/or required materials, by the date and time listed herein.
- b. Complete and return Supplier Application Packet, in its entirety, regardless of applicant status.
- c. W-9 verifies with the Internal Revenue Service (IRS).
- d. The RC, Contractor, or listed Subcontractor(s) are not Convicted, Excluded or Suspended by the Florida Department of Management Services.

A RC's failure to meet these minimum requirements will cause their Response to be considered non-responsive and rejected.

In the determination of the evidence of responsibility and ability to perform the Services, the HCSO reserves the right to evaluate the financial condition, experience record, personnel, facilities, and organization of the RC. The HCSO shall determine whether the evidence of responsibility and ability to perform is deemed satisfactory. The HCSO reserves the right to reject a Submittal when evidence indicates the inability to perform the Services specified within the RFQ.

9. **ORAL PRESENTATION/TELEPHONE DISCUSSIONS:** HCSO intends to pre-qualify multiple RCs for this RFQ. Oral Presentations by the RCs will not be required for this RFQ. Telephone Discussions may be held with each of the pre-qualified RCs.

The Awarded RC's must be willing to provide reasonable proposals within short time frames and be prepared to commence and complete Work as agreed upon by the individual project schedule. The actual Scope of Services will be negotiated by individual projects or services on a case-by-case basis.

The Awarded RC's must be prepared to perform Work within HCSO's buildings, sites, and detention facilities.

Work shall conform to all requirements of the HCSO and the applicable codes and ordinances of the authorities having jurisdiction. The scope may expand to include services necessary for the completion of the project.

3. **ROOFING CONTRACTOR QUALIFICATIONS:** The HCSO is seeking Submittals from highly qualified professional RCs with substantial and successful experience in Roofing Services. RCs must be able to demonstrate adequate organizational, financial, and personnel resources to ensure timely and satisfactory completion of the Services. The capability and experience of the RCs will be among the most important factors in the review of Submittals.

The selected RCs must be a Certified Roofing Contractor in the State of Florida and must be able to provide the appropriate credentials. RCs are expected to demonstrate a proven track record of successfully completed projects.

4. **SECURITY:** When applicable, personnel or contractors performing work at HCSO facilities will be escorted by HCSO personnel at all times. It should be understood that the Work could be interrupted by an emergency, safety, or security issue at any time. No additional charges will be allowed due to this type of service interruption. It should be noted that the time it takes entering and exiting a detention facility will vary on a daily basis, depending on security levels.
  - a. All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
  - b. All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
  - c. HCSO detention facilities requires all persons to wear long pants (shorts will not be allowed) and shirt with company logo is preferred.
  - d. HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
  - e. Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
  - f. All persons entering a secured facility must have a background check performed before entering the facility.

**RFQ CHECKLIST**

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

Include this checklist as a cover page with your Submittal Package:

- Have submitted Letter of Intent by proposed deadline.
- One (1) original Physical or Electronic submittal by proposed deadline. Any proprietary information should be marked as such on the original and a redacted copy should separate if applicable.
- SIGNATURES required on PART A (*Signature of Acknowledgement*, Page 9), PART D (*Signature of Affirmation and Declaration*, Page 30) APPENDIX I, ATTACHMENT A.
- Completed Attachment(s) (signatures may be required).
- Any Addenda or Amendments (signatures required).
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- APPENDIX II – *Statement of No Participation*, if applicable.

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

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**PACKAGING LABEL**

Below is an example LABEL which is required on the OUTSIDE of your Sealed Submittal Package.  
Use this label which clearly marks the RFQ Number and Title and return  
to the specified address no later than the proposal due date and time.

URGENT – SEALED SUBMITTAL PACKAGE ENCLOSED

URGENT

**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

**RFQ SUBMITTAL PACKAGE**

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

**RFQ # 2023-004**

ROOFING SERVICES

DEADLINE TO SUBMIT:  
Tuesday, April 15, 2025 @ 3:00 PM EST

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URGENT



ACCEPTANCE OF CHANGE ORDER

We do hereby acknowledge and accept the changes described in Change Order #1 for RFQ 2023-004 Roofing Services.

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

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

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

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

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

(Signed Acceptance must be returned to the Buyer listed on the front page)