

## Meeting Minutes – RFP 6-17, Bomb Disposal Team Walk In Truck Boxes

Date of Meeting: 5/4/17

Minutes Prepared By: Colleen Hensley, Buyer

### 1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Allow potential bidders to inspect the truck.

### 2. Attendance at Meeting

*See attached sign in sheet. Attendance was mandatory*

### 3. Meeting Notes, Decisions, Issues

Sr. Procurement Analyst, Dave Janney introduced Colleen Hensley, Buyer and Deputy Marc DeSourdy. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **May 19, 2017 at 3:00pm.**
- Proposals are to be delivered to the Sheriff's Operations Center in Ybor City. If hand delivering leave time for checking in thru the Access Control Center. Recommend sending in proposal in advance.
- Bid openings are open to the public. Proposer's names and proposal amounts will be read aloud but will not be an indication of award as proposals will be evaluated on criteria additional to price as spelled out in the bid.
- Deadline for questions will be **12:00 PM Thursday 5/11/17.** All questions should be directed in writing (email) to the Senior Procurement Analyst – [purchasing@hcsotampa.fl.us](mailto:purchasing@hcsotampa.fl.us).
- Official communications e.g. amendments, Q & A etc. will be via the HCSO website postings. However, the Sr. Procurement Analyst will also email those on the pre-bid attendance log.
- Bid Response allows for many options. If you would like to submit multiple options, you may however, please submit as a separate bid.
- Both boxes will be purchased utilizing awarded Grant funds. Second box may be purchased up to 12 months after first box so some variations in specifications identified through use may be identified through Change orders prior to second box purchase.
- Truck box will be steel – not aluminum.
- Specifications identified white powder coat finish. If you provide another type of finish, please identify that in Exceptions.
- Confirmed that robot is 28 inches wide so ramp or lift must accommodate without robot wheels coming into contact with any edges on lift or ramp.
- Awning size should be based on length of truck box and extend out approximately 8-10 feet. Power extension/retraction would be preferred.
- The truck box should be as tall as possible. This may require mount of the air conditioner onto the front rather than top.
- The truck box may be wider than the existing box. Current equipment overhangs edges of shelving and extra width may allow for additional shelving depth. Bomb suit currently hangs in truck and new box will require this as well.
- Vehicle still needs to be able to tow so any extension of the back of the truck box needs to accommodate access to the trailer hitch.
- Please request additional information through the Senior Procurement Analyst, Dave Janney 813-247-8053, or [purchasing@hcsotampa.fl.us](mailto:purchasing@hcsotampa.fl.us).

### 4. Action Items

- None at this time.