



REQUEST FOR TERM CONTRACT QUOTATION
#TC 2022-004 ELEVATOR MAINTENANCE

Date: April 14, 2022

The Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida ("Sheriff"), is soliciting a quote for the services described in the following document for the purpose of entering a Term Contract for their procurement. If you intend to respond with a quote, please fill out and return PART C, along with a copy of your quote and all the appendices by e-mail or fax to the Buyer named below by the date and time indicated. If you were notified of this RFQ due to being on the HCSO's approved supplier list, and are declining to provide a quote, please return the STATEMENT OF NO QUOTE on page 15 of this document.

RESPOND TO: Robert Flamand, Buyer
RFlamand@TeamHCSO.com
 Phone: (813) 247-8068 Fax: (813) 242-1826

RESPOND BY: April 28, 2022 at 5:00 PM

A. GENERAL TERMS AND CONDITIONS

1. Term Contract Definition: The total annual expense represented by this Request for Quote (RFQ) is estimated to be less than the \$35,000 threshold which would require a public bid process. However, a competitively awarded Term Contract provides advantages of price protection and ordering convenience for those services or products which have either high priority, frequent ordering or multiple quote requirements. The Awarded Supplier will be asked to lock in their rates for a minimum of one (1) year, assuring the HCSO a competitive price or guaranteed schedule under a short-term contract.
2. General Description of Procurement Need/Scope of Work: Service specifications will be in accordance with current ASME A17 Safety Code for Elevators and Escalators including all supplements and will include monthly examination, maintenance, testing as required, and repairs as needed. The Awarded Supplier will also be responsible for scheduling the required annual inspection with a licensed independent state certified inspector. The Awarded Supplier will work closely with Facilities and Detention Maintenance Supervisors for scheduling, verifying and approving Work. Emergency repair service must be available every day 24/7. Pricing shall be set for a minimum of one year period and shall include monthly maintenance set fee, parts and materials at a discount off of list price and competitive labor rates and annual inspections.

See APPENDIX III for elevator models and locations.

Elevators are in buildings to which access is controlled. Pre-submission site visits can be arranged with the Buyer listed on page 1. A site visit is not mandatory, but failure to see the sites and equipment prior to formulating a price is not grounds for a change order following award.

3. Supplier Qualifications: Suppliers may be required to furnish written evidence that they maintain permanent places of business and have sufficient equipment, finances, and personnel to furnish the goods and/or services offered in a satisfactory and expeditious manner and are able to meet the terms and conditions as set forth herein. The HCSO reserves the right to inspect the Supplier's place(s) of business and equipment prior to award of any contract, for the purpose of making these determinations. Supplier personnel who will be working in HCSO facilities or on HCSO property may be required to undergo a background check at HCSO expense.

All work performed under this contract shall be performed in accordance with all applicable State of Florida licensing and certification requirements. All persons working on Sheriff's Office equipment must have a Certificate of Competency issued by the State of Florida, Department of Business and Professional Regulation, Bureau of Elevator Inspection, Tallahassee, Florida. A copy of the Supplier's certifications and licenses shall be returned with the Supplier's quote. In addition to the licensing and certification requirements outlined above, all employees will be trained persons who are directly employed and supervised by the Awarded Supplier. They will use all reasonable care to maintain the elevators in a proper and safe operating manner.

The completed Supplier Packet, attached as APPENDIX I, must be returned with your RFQ Response along with copies of all requested documents.

4. Certificates of Insurance: No Work shall commence in connection with this Contract until the Awarded Supplier and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Contractor's own expense, shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the state of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.
 - a. Worker's Compensation Insurance: Worker's Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project and in case any Work is sublet, the Awarded Supplier shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Awarded Supplier. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Awarded Supplier shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

Employer’s Liability: \$100,000 Limit each Accident
 \$500,000 Limit each Aggregate
 \$100,000 Limit Disease each employee

b. Contractors Public Liability and Property Damage Insurance: Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance which shall protect the Contractor from claims for damage and personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor shall be the minimum limits as follows:

1. Comprehensive General \$300,000 bodily injury and property damage combined single limit
2. Automobile \$300,000 bodily injury and property damage combined single limit.

c. Professional Liability Insurance: Professional Liability Insurance shall meet the following minimum amounts:

1. \$500,000 per occurrence; and
2. \$1,000,000 aggregate.

d. Comprehensive Insurance Coverage: Comprehensive General Liability and Automobile Liability Insurance which shall protect the Contractor from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor. The minimum amounts of such insurance shall be as follows:

Commercial/Comprehensive General Liability:

- i. Bodily Injury \$300,000 per person per occurrence
- ii. Property Damage \$300,000 per occurrence
- iii. Automobile Liability \$300,000 combined single limit bodily injury and property damage
- iv. Garage Liability \$1,000,000 combined single limit each occurrence
- v. Garage Keepers Liability \$100,000 collision and comprehensive per Vehicle

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5. **Prices:** All quotes submitted must show the net price after any and all discounts allowable have been deducted. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Awarded Supplier.

The Supplier'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.

All applicable taxes and fees shall be deemed to have been included in the Net Unit Price quotes in APPENDIX II – PRICING MATRIX as requested by REQUEST FOR QUOTE RESPONSE (PART C), Paragraph 2 Pricing Matrix.

6. **Brand Names:** Manufacturer name, trade name, and brand name information and/or catalog numbers used herein are for purposes of description and reference, and for establishing general quality levels. Such references are not intended to be restrictive and items from any manufacturer may be offered if they are deemed by the HCSO to be equivalent. The determination as to whether an alternate product or service is or is not equivalent shall be made exclusively by the HCSO and such determination shall be final and binding on all.
7. **Communication Between Parties:** All questions in regard to this RFQ are to be directed in writing to the Buyer, Robert Flamand, at RFlamand@TeamHCSO.com, or by fax at (813) 242-1826. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this RFQ prior to the Award Date.
8. **Conflict of Interest:** The Supplier agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination thereof, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

9. **Award:** Contract award shall be made to the most responsive Quote and responsible Supplier offering meeting the specifications, price and other factors considered. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO.

In the event two (2) or more Suppliers have submitted the lowest and best quotes, preference may be given in the award in the following order. First, to the Supplier who has their principal place of business in Hillsborough County; second, to the Supplier who has a place of business in Hillsborough County; and third, if the Suppliers involved in the tie situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

10. Contract Period and Renewal: The contract shall be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Awarded Supplier, the contract may be extended on an annual basis for up to three (3) additional one (1) year periods.

Prior to each annual renewal date, the HCSO will inquire by written notice as to the Supplier's Intent to Renew. The Supplier's response will be forwarded to the appropriate Division Commander who will accept or decline the renewal terms. The HCSO'S Chief Financial Officer (CFO) will then acknowledge and extend or cancel the contract as determined.

11. Addition/Deletion: The HCSO reserves the right to add or delete any items or services from this RFQ or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the RFQ will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the CFO. The Change Order will consist of a memo to the CFO describing the justification for the change accompanied by the Supplier's written, fixed price quote for each change to be added. If approved by the CFO, the item or service description and price change will be added to the Contract and recorded on the original tabulation/price sheet. Purchase Orders and billing will be adjusted accordingly, pro-rated if necessary to the agreed start date.
12. Escalation/De-Escalation: The HCSO will allow an escalation/de-escalation provision in this Contract. The escalation/de-escalation will be allowed provided the Supplier(s) notify the HCSO-Financial Services Division of the pending increase or decrease a minimum of 60 calendar days prior to the end of each one (1) year period for which the Contract was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease and the applicable Contract Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.
13. Emergency: If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this contract and procure the services or products from the most available source.
14. Default: The contract may be canceled or nullified by the CFO in whole, or in part, by written notice of default to the Supplier upon non-performance or violation of Contract terms. An award may be made to the next best responsive Quote and responsible Supplier based on evaluation, or articles specified may be purchased on the open market. Failure of the Supplier to deliver products within the time stipulated in this RFQ, unless extended in writing by the Financial Services Division, shall constitute default. Suppliers who default on contracts may be removed from the HCSO Supplier List and determined ineligible for future contracts at the discretion of the CFO.
15. Cancellation: When deemed to be in the best interest of the HCSO, any contract(s) resulting from this RFQ may be canceled by the following means:
- a) 10 calendar days' written notice with cause, or
 - b) 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the

HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

16. Invoicing and Payment: Suppliers may invoice the HCSO for service as completed and products as shipped. All invoices must show a purchase order number and be based on the contract pricing. Invoices for maintenance or repair service shall show the service location, description of service, labor hours and parts detail as applicable. Invoices for products must show the item number, quantity, unit of measure, unit price and delivery location and the HCSO Purchase Order number (unless payment is to be made by HCSO Purchasing Card). Summary billing, detailed by location will be required, this is one invoice issued monthly, in arrears, for all locations. Payment shall be made in accordance with Chapter 218, Part VII, *Florida Statutes* which states the Supplier's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices.

Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

Invoices shall be e-mailed to: AccountsPayable@TeamHCSO.com.

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at (813) 247-8276 or AccountsPayable@TeamHCSO.com.

17. Exceptions: All submittals must clearly state with specific detail all deviations to the requirements imposed upon the Supplier by the GENERAL TERMS AND CONDITIONS (PART A) and SPECIFICATIONS (PART B). Such deviations should be stated in the REQUEST FOR QUOTE RESPONSE (PART C) or appended thereto. Suppliers who make any exceptions to the terms and conditions of this quotation may be subject to rejection. Suppliers requesting clarification should contact the Buyer listed above.
18. Maintenance of Records: The Supplier will keep adequate records and supporting documentation of all inspections and visits. All reports shall be signed at the time the service is performed. A copy of the reports shall be left at each site as well as emailed to the Facilities Management Bureau Project manager or designee.
19. Warranties/Guarantees: The material(s) shall be guaranteed to be free of defect if composition, conception, and workmanship for a period of at least six (6) months from the date of acceptance. Any parts or portion found not in accordance with this specification will be reflected and returned to the Supplier at their expense for immediate replacement.
20. Protests: Any prospective Supplier who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all term contracts must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award or notice of rejection to the HCSO Purchasing Section by registered mail or hand-delivered for which a receipt must be provided.

The Purchasing Section will have five (5) business days upon receipt of this notice to meet and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Supplier or request a meeting to gain

further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the CFO.

The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Supplier in writing. This decision of the CFO and the basis upon which it was made will be communicated to the Supplier within five (5) business days following the receipt of the recommendation from the Purchasing Section.

21. **Indemnification:** The Awarded Bidder will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Bidder, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole, or in part, by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Bidder, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Bidder or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

22. **E-Verify Requirement:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Bidder, 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 Bidder enters into a contract with a subcontractor, the subcontractor must provide the Awarded Bidder with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Bidder shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Bidder has knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Bidder otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Bidder and order the Awarded Bidder 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 a contract with an Awarded Bidder as provided above, the Awarded Bidder may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Bidder is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

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23. Governmental Purchasing Councils: All Quotes received shall be considered as bids to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils, as listed below. Said members may, at their discretion, utilize this Bid as required.

Children’s Board of Hillsborough County	Hillsborough County Board of County Commissioners
City of Belleair Beach	Hillsborough County Property Appraiser
City of Clearwater	Hillsborough County School Board
City of Dunedin	Hillsborough County Supervisor of Elections
City of Gulfport	Hillsborough County Tax Collector
City of Indian Rocks Beach	Manatee County Board of Commissioners
City of Largo	Pasco County Clerk and Comptroller
City of Oldsmar	Pasco County Schools
City of Pinellas Park	Pasco County Sheriff
City of Plant City	Pinellas County Clerk of the Court
City of Safety Harbor	Pinellas County Government
City of Saint Pete Beach	Pinellas County School Board
City of Saint Petersburg	Pinellas County Sheriff
City of Tampa	Pinellas Suncoast Transit Authority
City of Tampa Housing Authority	Saint Petersburg College
City of Tarpon Springs	State Attorney’s Office
City of Temple Terrace	Tampa Airport
City of Treasure Island	Tampa Bay Water
Clerk of Court and Comptroller of Hillsborough County	Tampa Palms Community Development District
Hillsborough County Expressway Authority	Tampa Port Authority
Hernando County	Tampa Sports Authority
Hillsborough Area Regional Transit Authority	Town of Indian Shores
Hillsborough Community College	
Hillsborough County Aviation Authority	

24. **Public Records:** Any material submitted in response to this RFQ will become a public document pursuant to §119.07, *Fla. Stat.* This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, *Fla. Stat.* The Supplier agrees to comply with §119.0701, *Fla. Stat.* regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

If the Supplier has questions regarding the application of Chapter 119, Florida Statutes, to the Supplier's duty to provide public records relating to this Contract, contact the custodian of public records via: HCSORecords@TeamHCSO.com.

CHAD CHRONISTER, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

By: 
Christina R. Porter, CPA
Chief Financial Officer

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B. SPECIFICATIONS AND SCOPE OF WORK

1. Preventative Maintenance: Monthly maintenance will be performed as per current ASME Safety Code for Elevators and Escalators, the Florida State Elevator Code and any and all requirements of state or federal agencies. The Work to be performed consists of furnishing all material, labor, supervision, tools, supplies, parts, materials and equipment necessary to provide full maintenance service including all inspections, adjustments, and tests. The following descriptions are for general purposes only, are not all inclusive and are not intended to supersede or replace any government safety codes or eliminate any requirements from those codes.
 - a. The Supplier shall regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace: machine, motor, generator, and controller parts including, but not limited to, worms, gears, thrust bearings, brake magnet coils or brake motors, brake shoes, brushes, windings, commutators, rotating elements, contacts, coils, cables and other mechanical parts. This includes the testing of resistance for operating and motor circuits, and magnetic frames. NOTE: Where applicable to hydraulic elevators: include pistons, pumps, valves, cylinder head, hydraulic shaft, hydraulic shaft packing assembly, plunger-exposed surfaces, plunger gland and packing, pumps, exposed piping, fittings and flexible pipe connections, operating controls, check and relief valves, valves, gauges and tanks and all hydraulic devices related to the elevator.
 - b. The Supplier shall renew guide shoe gibs or rollers, when necessary, to insure smooth and quiet operation and keep the guide rails properly lubricated except where roller guides are used.
 - c. The Supplier shall examine and equalize tension on all hoisting ropes. The Supplier shall also renew all hoisting ropes including governor ropes, when necessary, to ensure maintenance of adequate safety factors. This includes repairing and/or replacing all electrical wiring and conductors extending into the elevator from main line switches in the machine room as well as outlets in the hoist ways. Main line switches, together with feeders for same, are excluded.
 - d. The Supplier shall keep the exterior of the machinery and any other part of the equipment that may be subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically painted with proper insulating compound.
 - e. The Supplier shall be responsible for keeping all elevator equipment rooms in clean condition, removing dust, oil spills, and rubbish.
 - f. Each of the elevators shall have posted a check list of maintenance and safety check dates. The form of the check list as well as its location will be mutually determined by the Awarded Supplier and the HCSO.
 - g. Any repairs or replacements shall be made using only genuine manufacturer's parts or parts recommended by the manufacturer.

- h. All lubricants, hydraulic fluids, cleaning materials, paints, cotton materials, etc. necessary for fulfillment of the terms of this contract shall be supplied by the Supplier. All lubricants shall be of the proper grade for the purpose used as recommended by equipment manufacturer.
 - i. **EXCLUSIONS:** The Supplier shall assume no responsibility for the following building items of elevator equipment: car enclosures, hoist way enclosures, hoist way doors, door frames and sills, car finish floor material and lamps for car and machine room illumination. **EXCEPTION:** Supplier will repair or replace all parts of the door operating and safety apparatus on car and shaft way doors when necessary to assure safe, smooth, and quiet door operation. The Supplier will also repair or replace all car and shaft way indicator lights and call button lights when needed.
 - j. Anything normally required in order to provide continuous operation of elevators under a full-service maintenance contract.
2. The Supplier shall also:
- a. Periodically examine, clean, lubricate and adjust all safety devices and governors and accomplish all safety tests in accordance with the most recent ANSI/ASME A17 Code requirements, the appropriate section(s) of the Florida State Elevator Code as well as §399, Fla. Stat. A schedule of such tests and a copy of the safety test report for each elevator will be furnished to the Maintenance Supervisor by the Supplier. A copy of the log of this inspection verifying that the work is done monthly is to be sent to the Maintenance Supervisor at the respective site as part of this contract.
 - b. Have a Maintenance Supervisor, or designee, periodically check the quality of maintenance work being performed to assure the standard of maintenance is being maintained. These checks shall be conducted whenever required but no less than once every six (6) months. Upon completion of each periodic check, the Maintenance Supervisor shall complete a report on their findings. This report will be furnished to the Maintenance Supervisor at the respective site.
 - c. Include, for each elevator, an additional fee to schedule the annual inspection with an Independent State Certified Inspector. This fee makes it the Supplier's responsibility to schedule the annual inspection in a timely manner in order to ensure all deficiencies are corrected before the required due date in order to obtain the Certificate of Operation.
3. Repair Work: In addition to ongoing scheduled maintenance, as described in the previous sections, the Supplier shall be responsible for repairing the elevators as needed and for replacing any equipment, parts or machinery necessary to the proper and safe operation of the elevators to include repairs identified by the annual inspection. All costs for replacement parts covered by this contract shall be the sole responsibility of the Supplier.

The HCSO will pay for repair work not covered by this contract such as adding new items to an existing elevator or other charges as may be necessary based on time and materials. The

HCSO may also pay for the end-of-life cycle replacement of major items. The determination as to whether an item is outside of the contract or has exceeded its lifecycle is the sole discretion of the Maintenance Supervisor at the respective site. No repairs are to be completed without prior approval from the Maintenance Supervisor, except in case of emergency. Parts and materials shall be offered to the HCSO at a percentage discounted price. Labor rates shall be clearly defined and recorded on all repair work orders.

4. Replacement Parts: All replacement parts must be genuine or as recommended by the manufacturer. Supplier must have adequate supplies of parts stocked in the local area or be able to obtain all necessary parts within a reasonable time.
5. Hours: All work is to be performed during regular working hours flexibly defined as (7:00) a.m. to four (4:00) p.m., Monday through Friday unless otherwise requested by the HCSO. It is understood and agreed for the purpose of this contract that time is of the essence. The Awarded Supplier shall respond to all repair requests by the HCSO with urgency, preferably within one (1) hour after notification of the need for service during regular working hours, not more than two (2) hours for afterhours response time.

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C. REQUEST FOR QUOTE RESPONSE

1. Exceptions: The following represents every deviation (itemized by number) to the foregoing GENERAL TERMS AND CONDITIONS (PART A) and SPECIFICATIONS AND SCOPE OF WORK (PART B) upon which this RFQ is based, to wit. Additional pages may be submitted, if necessary.

2. Pricing Matrix: Please complete the attached APPENDIX II – PRICING MATRIX, a Microsoft Excel file, and include the following:

- a. Sheriff's Operation Center (SOC) Elevator #26270 per Month.
- b. Annual Inspection w/ Independent State Certified Inspector.
- c. SOC Annex #30098 per Month.
- d. Annual Inspection w/ Independent State Certified Inspector.
- e. Orient Road Jail #41361 per Month.
- f. Annual Inspection w/ Independent State Certified Inspector.
- g. HCSO History Ctr Lift #102754 per Month.
- h. Annual Inspection w/ Independent State Certified Inspector.
- i. Labor for repairs Not Covered in Contract (Per Hr.).
- j. After Hours Labor Rate (Per Hr.).
- k. Parts Cost: MSRP Less % Discount.

Submit a printed copy with the RFQ Response and send the file to the Buyer, Robert Flamand, via e-mail at RFlamand@TeamHCSO.com. The Subject Line should read: "TC2022-004 Appendix II – [your company name]"

3. Supplier Order Instructions: Describe the preferred method of contact to request order. (Print the information below.):

Contact Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Cellular: (____) _____ Fax: (____) _____

E-Mail: _____

Company Web Address: _____

STATEMENT OF ACCEPTANCE

The undersigned understands that this Quotation Response **must be signed in ink** and that the **unsigned** Quotation Response will be considered incomplete and subject to rejection by the HCSO.

The undersigned must be an officer of the company, or a designated agent empowered to bind the company in contract.

The undersigned has carefully examined the Term Contract requirements and all conditions affecting the cost of the product/service required by the HCSO. At this present time, we understand all requirements and warrant compliance with all the stipulations included in the RFQ.

We propose to furnish the products at the prices stated herein and further confirm that all costs regarding these products are indicated herein. If awarded the contract, we agree to complete services within the time stated, such time commencing from the notice to proceed.

Company Name: _____

Officer Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Cellular: (____) _____ Fax: (____) _____

E-Mail: _____

Signature of Officer: _____ Date: _____

Describe the preferred method of contact for questions regarding this Quotation Response, below:

STATEMENT OF NO QUOTE

If, for any reason, you are unable or unwilling to quote at this time, please complete the following and return by e-mail to RFlamand@TeamHCSO.com or by fax at (813) 242-1826. Your choices or comments below will assist us in properly notifying you of future opportunities.

We, the undersigned, have declined to respond to TC 2022-004 for the following reason(s):

SPECIFICATIONS

NATURE OF AWARD

(Please provide explanations below)

_____ Specifications are too "tight" (i.e., limited to one brand or manufacturer)

_____ Insufficient time was provided for response

_____ Unable to meet specifications

_____ Product or an equivalent is not offered

_____ Specifications are unclear

_____ Other

We request to:

_____ remain on HCSO's list for future solicitations in this service category.

_____ be removed from HCSO's list for future solicitations in this service category.

Company Name: _____

Officer Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Cellular: (____) _____ Fax: (____) _____

E-Mail: _____

Signature of Officer: _____ Date: _____

RFQ CHECKLIST

Company Name: _____

Include this checklist with your Quote response:

- Completed PART C including Exceptions, Supplier Order Instructions and Acceptance signature page.
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit and all requested documents
- APPENDIX II – PRICING MATRIX