



CHAD CHRONISTER, SHERIFF

March 10, 2025

SUBJECT: RFQ 2024-020 Tree Services
Change Order #1

MESSAGE: Please acknowledge and accept the following changes put forth in change order #1 for RFQ 2024-020 *Tree Services*:

1. Page 3, has been updated to include additional dates for acceptance of new submissions;
2. Page 6, Part A *General Terms and Conditions*, Paragraph 1 *SUBMITTALS* has been updated as to how HCSO will accept electronic formatted copies;
3. Page 14, Part B *Special Provisions*, Paragraph 8 *PREPARATION AND SUBMITTAL PACKAGE* has been updated to include electronic copy submission direction and reference;
4. Page 20, Part C *Scope of Services*, Paragraph 5 *SECURITY* has been added to the RFQ to mention high security areas;
5. Page 31 has updated submittal requirements in alignment with item 4;
6. Page 32 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 or purchasing@hcs.tampa.fl.us.

Sincerely,


William V. Spirelli, CPA
Chief Financial Officer

WVS/fk
Enclosures

Pages 3, 6, 14, 20, 31-32 from RFQ 2024-020

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PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	10/02/2024
DEADLINE TO SUBMIT QUESTIONS	10/29/2024
OPENING DATE & TIME:	11/12/2024 3:00 PM EST
AWARD NOTIFICATION TARGET DATE	11/26/2024
2025 RE-OPENING SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	March 18, 2025
DEADLINE TO SUBMIT QUESTIONS	April 3, 2025
DEADLINE TO SUBMIT / NON-PUBLIC OPENING	April 17, 2025 3:00 PM EST
Award Notification Target Date	May 1, 2025

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, Florida 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) 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 Supplier. 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 Supplier 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 bid.
4. **TIME FOR CONSIDERATION:** Supplier warrants, by virtue of submitting, the contents quoted in their response will be good for an evaluation period of 90 calendar days from the date of RFQ opening unless otherwise stated. Suppliers 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 Suppliers upon request.

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, 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. **ERRORS:** Submittals having erasures or corrections must be initialed in ink by the Supplier.

Submittals must be received by the HCSO Purchasing Section no later than the time and date shown herein. Suppliers 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.

Suppliers shall submit the required Submittal Package and any additional literature or attachments in the form of one (1) original and, and one (1) Password protected Zip file electronic copy in Microsoft Windows® compatible format such as .pdf emailed to purchasing@hcsotampa.fl.us. Any proprietary information should be marked as such on the original and a redacted copy should be saved to a folder separate from the rest of the Submittal in the electronic copy.

- 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) 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 Supplier.

Submittals will be reviewed by multiple HCSO personnel. Failure to submit all required items in the manner specified may result in the Supplier's submittal being disqualified. Supplier's selections to a pre-qualified list may 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 Supplier 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 Suppliers.

9. REVIEW OF SUBMITTALS: Initially, all Submittals will be reviewed to determine if the Supplier 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 evaluation.

For Suppliers to be considered responsive, suppliers must meet these minimum requirements:

- a. Submittals must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in PART B

PART C - SCOPE OF SERVICES

1. **IN GENERAL:** This is a Request for Qualifications (RFQ) for the provision of professional services by arborist for various tree services for Hillsborough County Sheriff's Office (HCSO) buildings, sites, and Detention Facilities. Multiple Suppliers will be selected to provide tree services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many Suppliers as are interested, to review those responses and to select the qualified Suppliers. There is no work guaranteed to any Supplier as a result of being selected.
2. **SCOPE OF SERVICES, SCOPE OF WORK:** The Scope of Services may include, but not limited to, the provision of various types of tree removal, tree trimming, and stump removal. The actual Scope of Services will be negotiated by individual purchase orders as needed on a project-by-project basis. Suppliers must be prepared to perform Work within a Detention Facility environment.

A project-specific Invitation to BID (BID) may be issued under this contract to define specific project requirements involving estimated spend over \$100,000.00.

3. **SUPPLIER QUALIFICATIONS:** The HCSO is seeking Submittals from highly qualified and licensed professional Suppliers with substantial and successful experience in Tree Services. Suppliers 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 Suppliers will be among the most important factors in the review of Submittals.

The selected Suppliers must be licensed in their own trade within Hillsborough County or the State of Florida. Suppliers are expected to demonstrate a proven track record of successfully completed projects.

Suppliers shall employ only qualified operators and personnel who are skilled in the performance of the Work. All employees of the Supplier who will work in an HCSO Facility or on a Hillsborough County property will be required to have a background check by the HCSO prior to beginning Work. Background checks will be performed on all employees who are assigned to this contract. All employees must comply with HCSO's policies and procedures which include no weapons and the prohibition against the use of any tobacco products on any HCSO property. Cell phones are not permitted in high security areas. A minimum 5-day notice will be required for any employee who is normally assigned to work inside any high-security area, will be substituted.

4. **RESPONSE TIME:** The Response Time will be where the Supplier will outline their response time in the instances that there is a non-emergency or emergency tree removal or debris removal/haul away needing taken care of on any of the HCSO properties throughout Hillsborough County.
5. **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.

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.
- Completed NARRATIVES AND DOCUMENTATION
- 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.
- APPENDIX III - Protected Zip File Password Form

****Suppliers 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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
SHERIFF'S OPERATIONS CENTER
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION
2008 EAST 8TH AVE
TAMPA FL 33605

RFQ PACKAGE SUBMITTAL

From: _____

RFQ # 2024-020

TREE SERVICES

OPENING DATE/TIME:
April 17, 2025 @ 3:00 PM EST

URGENT

URGENT



ACCEPTANCE OF CHANGE ORDER

We do hereby acknowledge and accept the changes described in Change Order #1 for RFQ 2024-020 Tree Services.

PLEASE PRINT: Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

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