Hillsborough County Sheriff's Office
Financial Services Division
Purchasing Section

Sheriff's Operations Center
2008 East Eighth Avenue
Tampa, Florida 33605

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

Request for Term Contract Quotation

TC 2026-021 Exercise Equipment Maintenance

November 9, 2026

Chad Chronister,
Sheriff of Hillsborough County,
A Constitutional Officer of the State of Florida

By: _____

William V. Spinelli, CPA
Chief Financial Officer

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Section 1 Introduction and Instructions

1.1 Term Contract (TC) Overview.

Subject: Invitation to 2026-021
Proposal Title: Exercise Equipment Maintenance
TC Opening: December 21, 2026 @ 3:00 PM EST
Procurement Specialist: Nicole Carter, ncarter@teamhcso.com

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 Section 4 TC Response, beginning on page 17, along with a copy of your quote and complete APPENDIX I by e-mail to the Procurement Specialist named above by the date and time indicated. If you were notified of this TC due to being on the HCSO's approved supplier list, and are declining to provide a quote, please return page 24, Statement of No Participation.

The completed APPENDIX I (Supplier Packet) must be returned, with all the documentation listed therein, with your TC Response along with copies of your Hillsborough County Business Tax Receipt, other local government registration, or state business license(s) regardless of your current supplier status with HCSO.

Public Posting Date	November 16, 2026 3:00 PM
Questions & Answers Deadline	December 7, 2026 3:00 PM
Deadline for Receipt	December 21, 2026 3:00 PM
Award Notification Target Date	January 22, 2026

1.1.1 The total annual expense represented by this TC is estimated to be less than the $100,000 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.

1.2 TC Package.

Included herein are Numbered Sections, which together, along with all appendices and attachments, constitute the entire "TC Package". Said TC Package must be the basis upon which all Quotes are offered. The Supplier must manually complete, sign and return Section 4 along with the Appendices and/or applicable Attachments and email it to the Procurement Specialist listed in Section 1.1. Any questions concerning this TC should only be directed in writing to the Procurement Specialist listed in Section 1.1.

1.2.1 When awarded, the TC Package becomes the "Contract Document". The Supplier's signatures contained herein constitute the Supplier's agreement to the terms herein and by reference. The signatures within the TC Package must be those of an Officer of the Company, or an individual authorized to commit the Company to a legal and binding Contract.

1.3 Term Contract Quotation Submission Requirements.

The HCSO prefers that solicitations be submitted electronically. Electronic solicitations may be submitted through a secure mailbox at Euna OpenBids: www.demandstar.com until the date and time as indicated in this document, or by emailing your submission directly to the Procurement Specialist, Nicole Carter, ncarter@teamhcso.com. It is the sole responsibility of the supplier to ensure their solicitations reach Euna OpenBids, or the Procurement Specialist before the closing date and time.

1.3.1 There is no cost to the supplier to submit HCSO's electronic solicitations via Euna OpenBids. Electronic solicitations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files. If the supplier chooses to submit the solicitation directly to the HCSO in writing, the solicitation must be signed in ink, sealed in a properly addressed envelope, and delivered to the Sheriff's Operations Center, 2008 East Eighth Avenue, Tampa, Florida 33605 by the "Due Date and Time.

1.4 Submittal Costs.

Submittal of a TC is solely at the cost of the Supplier and the HCSO is in no way liable or obliged for any cost incurred by the Supplier in preparing the TC Package.

1.5 Communication Between Parties.

All questions in regard to this TC are to be directed, in writing, to the Procurement Specialist listed in Section 1.1. No communication is allowed, either directly or indirectly, with any other HCSO employee regarding this TC prior to the notice of award.

In the interest of public access, all documents relating to this TC will be posted to the HCSO website at https://TeamHCSO.com/Purchasing. This will include Questions and Answers (Q&A), amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Procurement Specialist utilizes for convenience of the parties involved. Any modifications or alterations to the original document language will be cause for the rejection of a quote.

1.6 Amendments to the TC.

If an amendment is issued, it will be posted to the HCSO website at https://TeamHCSO.com/Purchasing and on www.DemandStar.com.

1.7 Amendments to Quotes.

Amendments to or withdrawals of quotes will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of the quotes.

1.8 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 upon request.

All Prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees.

The Supplier's attention is directed to the laws of the State of Florida, including, but not limited to, Chapter 212*, Florida Statutes*, which apply to all transactions resulting from this TC, and that all applicable taxes and fees shall be deemed to have been included in the TC Response as part of the materials cost, when applicable.

All applicable taxes and fees shall be deemed to have been included in the Net Unit Price quotes in APPENDIX II – PRICING MATRIX as applicable.

1.9 Exceptions to Term Contract.

All submittals must clearly state with specific detail all deviations to the requirements imposed upon the Supplier by the TC Package. Such deviations should be stated in 4.3. Suppliers who make any exceptions to the terms and conditions of this quotation may be subject to rejection. Suppliers requesting clarification should contact the Procurement Specialist listed above.

1.10 TC Errors.

When errors are found in the extension of Quoted prices, the unit price will govern. Quotes having erasures or corrections must be initialed in ink by the Supplier.

1.11 Public Entity Crimes.

Pursuant to §§287.132-.133, Florida Statutes, the HCSO, as a public entity, may not accept any TC, Proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Florida Statute, for Category Two ($35,000) with any person or affiliate on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133(3)(f), Florida Statute. If you submit a proposal in response to this TC, you are certifying that §§287.132-.133, Florida Statutes, does not restrict your submission.

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1.12 Public Records.

Any material submitted in response to this TC will become a public record pursuant to §119.07, Florida Statute. 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, Florida Statute. The Supplier agrees to comply with §119.0701, Florida Statute, regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all the TCs be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a TC response must be clearly stated in the response itself, and a redacted electronic copy provided. Proprietary information submitted in response to the TC will be handled in accordance with applicable Florida Statutes.

If the Supplier has questions regarding the application of Chapter 119, Florida Statute, to the Supplier's duty to provide public records relating to this Contract, contact the custodian of public records at: Records Section - Freddie Solomon Annex, 1900 East 9th Avenue, Tampa, Florida 33605.

Records Custodian may also be reached at (813) 247-0960 or rec_request@hcso.tampa.fl.us.

1.13 E-Verify

Pursuant to §448.095, Florida Statute, the Sheriff requires the Awarded Supplier, and any and all subcontractors, if permitted by agreement, to register with and utilize the E-Verify internet-based system to verify the work authorization status of all newly hired employees. If the Awarded Supplier enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier shall maintain a copy of such affidavit for the duration of the contract. Additional information about E-Verify is available at https://www.e-verify.gov/.

1.13.1 If the Sheriff has a good faith belief that the Awarded Supplier has knowingly violated §448.09(1), Florida Statute, the contract will be terminated.

1.13.2 If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier and order the Awarded Supplier to immediately terminate the contract with the subcontractor.

1.13.3 Termination of any and all contracts and/or subcontracts as provided above, does not constitute a breach of contract and may not be considered as such.

1.13.4 If the Sheriff terminates a contract with an Awarded Supplier as provided above, the Awarded Supplier may not be awarded a contract for at least one (1) year after the date on which the contract was terminated.

1.13.5 The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

1.14 Security.

When applicable, Contractor personnel performing Work at Hillsborough County Sheriff's Office (HCSO) facilities shall comply with all HCSO security policies and procedures. Contractor personnel may be required to be escorted by HCSO personnel while within secure or restricted areas. The Contractor acknowledges that Work may be interrupted or temporarily suspended at any time due to security, safety, operational, or emergency situations. No additional compensation, delay claims, or other costs resulting from such interruptions shall be permitted. Contractor personnel should also anticipate that entry into and exit from detention and other secure facilities may require additional processing time, which may vary based on daily security conditions.

The Contractor shall ensure that all personnel comply with the following requirements while performing Work at HCSO facilities:

1.14.1 All personnel entering any HCSO facility shall successfully complete any required security screening and background check prior to being granted access to secure areas, as determined by HCSO.

1.14.2 Weapons, firearms, ammunition, cell phones, tobacco products, electronic cigarettes, vaping devices, and other prohibited items are not permitted within HCSO facilities unless specifically authorized by HCSO.

1.14.3 Contractor personnel shall always wear appropriate work attire. HCSO reserves the right to deny facility access to any individual whose attire is deemed inappropriate or presents a security or safety concern.

1.14.4 Personnel entering HCSO detention facilities shall wear full-length pants. Shorts are prohibited. Shirts displaying the Contractor's company name or logo are preferred for identification purposes. Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.

1.14.5 Clothing that is Orange, Red, or Forest Green in color is prohibited within HCSO detention facilities due to security requirements.

1.14.6 Safety vests may be worn when required by the nature of the Work; however, orange safety vests are prohibited within HCSO detention facilities.

1.14.7 The Contractor shall ensure that all personnel comply with HCSO security directives, escort requirements, identification procedures, and any additional facility-specific rules communicated by HCSO staff. Failure to comply with these requirements may result in removal from the facility and/or denial of future access.

END OF SECTION

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Section 2 Specifications and Scope of Work

The intention of this TC is to obtain fixed pricing for the procurement of Exercise Equipment Maintenance for the agency gyms to fulfill the needs of the HCSO's Training Division. The Department wants assistance with maintaining and repairing gym equipment throughout the agency. The Awarded Supplier will provide monthly maintenance and/or repairs as needed to equipment located throughout the agency during standard business hours.

The Awarded Supplier shall prominently display the solicitation number "TC 2026-021 Exercise Equipment Maintenance" on all quotations, invoices, packing slips, and any other documentation related to this solicitation. This requirement facilitates accurate order tracking and payment processing. Non-compliance may lead to processing delays.

Maintenance on the fitness equipment as described in these specifications will include:

2.1 Preventative Maintenance.

The Supplier shall perform preventive maintenance each month on exercise equipment located at the six HCSO gym locations listed in Section 2.5. The equipment subject to maintenance includes, but is not limited to, the equipment identified in the Equipment List. The Equipment List is provided as a reference and does not limit the requirement to the specific makes, models, or types of equipment shown.

Each scheduled visit shall include visual and operational inspections; cleaning; lubrication; calibration and adjustments in accordance with the equipment manufacturer's specifications; and a written service report identifying the equipment serviced, work performed, and any observed issues.

The monthly price for each location listed in the Pricing Matrix shall include all scheduled preventive maintenance labor, travel, tools, equipment, and routine supplies, including lubricants and cleaning materials. The Supplier shall not charge separately for these items or for labor performed during scheduled preventive maintenance. Replacement parts are excluded from the monthly price unless the Pricing Matrix expressly identifies them as included.

2.2 Corrective Repairs and Replacement Parts.

Corrective repairs and replacement parts are separate from scheduled preventive maintenance and may be billed only when approved in writing by the HCSO Training Specialist. Before beginning work or ordering parts, the Supplier shall provide an itemized written quote that identifies the repair, estimated labor hours and cost, each proposed part, the expected parts lead time, and any other proposed charge. For each part priced as a discount from MSRP, the quote shall identify the manufacturer, part number, MSRP and its supporting source, applicable discount, and final price.

Repair labor shall be billed at the hourly rate listed in the Pricing Matrix. Replacement parts shall be genuine manufacturer parts or manufacturer approved equivalents and priced according to the discount listed in the Pricing Matrix. The Supplier shall not substitute a part or exceed the approved quote without the HCSO's prior written approval. No separate fees, markups, travel charges, or other costs may be billed unless listed in the Pricing Matrix and approved in writing by the HCSO.

The Supplier shall notify the HCSO Training Specialist if equipment or parts appear to be covered by a manufacturer's warranty. Work or parts covered by warranty, or otherwise provided at no cost to the HCSO, shall not be billed under this Contract.

All repairs should be completed within forty-eight (48) regular business hours from receipt of approval notice to proceed.

2.2.1 Hours: All work shall be performed between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise authorized by the HCSO.

2.3 Contract Period and renewal.

The Contract shall be effective for two (2) years from the date of award. By written mutual consent between the HCSO and the Supplier, the Contract may be extended on an annual basis for up to three (3) additional one (1) year periods.

2.4 Service.

The services will include monthly service and monitoring of the equipment.

2.5 Location of Work.

The location(s) where work is to be performed, completed, or delivered to is:

Gym Name	Address
Carrollwood Gym	13061 Delwood Road, Tampa, Florida 33624
District 4 Gym	508 33rd Street SE, Ruskin, FL 33570
ORJ Gym	1201 Orient Road, Tampa, FL 33619
Pinebrooke Gym	10113 Windhorst Road, Tampa, FL 33619
SOC Gym	2102 East 8th Avenue, Tampa, Florida 33626
Practical Training Site Gym	14063 S County Road 39, Lithia, FL 33547

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2.6 Minimum Qualification Requirements.

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. The completed Supplier Packet must be attached as APPENDIX I and must be returned with your TC Response along with copies of all requested documents. Suppliers must present an IRS verifiable W9 form, be registered to do business in the State of Florida, and not be listed as convicted, suspended, or on the excluded parties list of Florida's Department of Management Services.

2.6.1 The Awarded Supplier must have adequate supplies of parts stocked in the local area or be able to obtain all necessary parts within a reasonable time.

2.7 Miscellaneous Requirements.

2.7.1 The chosen Supplier must be able to provide proof of general business liability insurance and proof of workers' compensation insurance before the Work commences.

2.7.2 The HCSO requires proof of registration with the Florida Department of State, Division of Corporations, confirming authorization to legally operate in Florida. For details, visit Sunbiz.

2.8 Time for Consideration.

The Supplier warrants, by virtue of submitting a quote, the prices quoted in their response will be good for a period of 60 calendar days from the due date of quotes. Suppliers will not be allowed to withdraw or modify their Quotes after the opening time and date.

2.9 Warranty.

The Supplier warrants all corrective repair work performed under this Contract to be free from defects in workmanship for at least six (6) months from the date the repair is completed, as documented in the Supplier's service report. Replacement parts shall be covered by the applicable manufacturer's warranty or by a six (6)-month warranty from the repair completion date, whichever provides the longer coverage.

During the warranty period, the Supplier shall, at no additional cost to the HCSO, correct defective workmanship and repair or replace defective parts installed by the Supplier. This includes all related labor, travel, freight, and materials. The Supplier shall provide the HCSO with applicable manufacturer warranty documentation for replacement parts.

This warranty does not cover damage caused by misuse, accident, or unauthorized repair or modification after the Supplier's work is completed. The Supplier shall notify the HCSO Training Specialist and provide supporting information if it believes an issue is excluded from warranty coverage.

2.10 Condition of Materials and Packaging.

Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this TC shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.

END OF SECTION

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Section 3 General Process Information

3.1 Supplier Diversity.

Sheriff's Office shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to the Americans with Disabilities Act (ADA). To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE), Veteran-Owned Small Business (VOSB/SDVOSB), and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.

3.2 Delivery.

The product(s) ordered shall be delivered in accordance with the estimated time for delivery identified in TC Response. Failure to do so shall be considered a breach of Contract, or default, and the HCSO may utilize its options as stated herein.

3.2.1 Deliveries resulting from this TC are to be made during the normal working hours of the HCSO. It is the Supplier's responsibility to obtain this information.

3.2.2 Any backordered product(s) shall be made available within 60 calendar days of the time of backorder (original date of receipt). If the backorder cannot be filled within the time frame of this requirement, the HCSO's Financial Services Division shall be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.

3.3 Claims.

The Awarded Supplier will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.

3.4 Invoicing and Payments.

The Supplier shall invoice the HCSO for Work completed an/or items delivered. All invoices must have a unique invoice number and shall include the HCSO Purchase Order (PO) number. Invoices shall be e-mailed to AccountsPayable@HCSO.Tampa.FL.US.

3.4.1 At a minimum all invoices for Work completed shall include:

- Site location where Work was performed.
- Description of Work completed.
- A statement that all Work completed meets state and local codes.
- Costs for supplies, parts and equipment.
- Supporting documentation for the Supplier's parts cost must be readily available to the HCSO for review.

- Labor hours by labor type, labor hourly rate, and labor total (labor hours x labor rate).

3.4.2 At a minimum all invoices for items/materials delivered shall include:

- Ship-to location
- Items shipped including quantity and stock numbers.
- For items priced using a percentage factor, the invoice must include the base or manufacturer's price, the percentage factor and the final price. Supporting documentation for base prices must be readily available to the HCSO for review.

3.4.3 ACH and HCSO Purchasing Card (P-Card) are the accepted methods of payment; please inquire at (813) 247-8276 or AccountsPayable@HCSO.Tampa.FL.US.

3.4.4 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 the date of receipt of a properly approved application/invoice.

3.5 Escalation/De-escalation.

The Awarded Supplier must submit any request for a price escalation or de-escalation to the HCSO Financial Services Division at least 60 calendar days before the end of the applicable contract term. This requirement applies to the initial two-year term and each one-year renewal term. The price escalation request must be due to a factor beyond the control of the Supplier and can be no more than the percentage of increase passed through to the Supplier by the manufacturer. At the time of request, the Supplier must furnish written substantiation of increase by its supplier/manufacturer to the HCSO. Said substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of the TC versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the HCSO and shall only be effective upon acceptance by HCSO in writing.

A price escalation request outside of the renewal process may be accepted. These requests must reference/cite and include any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. They must also include the same written substantiation documentation as mentioned in the paragraph above. The HCSO will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the request is in the HCSO's best interest. The HCSO reserves the right to negotiate, accept or reject the request, or terminate and re-solicit the contract.

3.6 Addition/Deletion.

The HCSO reserves the right to add or delete any items from this TC or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the TC 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 item's addition accompanied by the Awarded Supplier's written, fixed price quote for each item to

be added. If approved by the CFO, the item will be added to the Contract and recorded on the original TC tabulation/price sheet.

3.7 Acceptance and Rejection.

The HCSO reserves the right to reject any or all TC Responses, for cause, to waive irregularities, if any, and to accept the Quote (or Quotes) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any TC options or resulting contract(s) when deemed to be in the best interest of the HCSO.

3.8 Cancellation.

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this TC may be cancelled by the following means:

○ 10 calendar days' written notice with cause, or;
○ 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items 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. An award may be made to the next best responsive and responsible Supplier based on evaluation, or articles specified may be purchased on the open market similar to those to terminated.

3.9 Default.

The Contract may be cancelled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Supplier(s) upon non-performance or violation of Contract terms. An award may be made to the next best responsive and responsible Supplier based on evaluation, or articles specified may be purchased on the open market similar to those to terminated. Failure of the Awarded Supplier to deliver materials, or items within the time stipulated in this TC, unless extended in writing by the Financial Services Division, shall constitute Contract Default. Awarded 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.

3.10 Next Best Quote.

In the event of a default by the Awarded Supplier, or cancellation by the HCSO, the HCSO reserves the right to utilize the next best responsive and responsible Supplier. In the event of this occurrence, the new Awarded Supplier shall be required to provide the TC items at the prices as contained in their TC Response, for the remainder of the award period.

3.11 Award.

Award shall be made to the most Responsive and Responsible Supplier meeting specifications, price and other factors considered. HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of HCSO. Awards may be made to more than one (1) Supplier to ensure that work is completed in a timely manner.

If the HCSO awards the entire TC, or line items, to more than one (1) Supplier then orders will be placed as needed. The determination of which awarded vendor the HCSO will place order with will be decided by price, lead times and other operational needs at the time of the order.

Quotes and Suppliers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the TC prices and Supplier rankings, if applicable, will be published at the time of Award.

Notification of Award will be sent to the Suppliers receiving the Award. TC results will be published on the HCSO website at https://teamHCSO.com/Purchasing and https://www.EunaOpen Bids.com.

3.12 Exclusivity.

The parties expressly acknowledge that this Term Contract or Awarded Agreement does not create an exclusive relationship between the parties. HCSO is free to engage others to perform services of the same or similar nature to those provided by the Awarded Supplier, and the Awarded Supplier shall be entitled to offer and provide services to others, solicit other clients, and otherwise advertise the services offered by the Awarded Supplier.

3.13 Protests.

Any prospective Supplier who disputes the reasonableness or appropriateness of the notice of Award, or notice of rejection, for any or all Quotes, must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

3.13.1 The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Procurement Specialist 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 issue. Upon completion of this review process, the Procurement Specialist will make a recommendation to the Chief Financial Officer (CFO).

3.13.2 The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the protesting Supplier in writing. This decision, 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. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) requesting a management review of the decision. The Sheriff will make the final decision of an appeal.

END OF SECTION

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Section 4 TC Response

4.1 TC Contact Information.

Provide the contact information for the individual submitting this TC response. (Please print the information below.)

Company Name:		
Contact Name and Title:		
Address:		
City:	State:	Zip Code:
Office Phone:	Mobile Phone:	Fax:
E-Mail Address:		
Describe the preferred method of contact for questions regarding this quote submission below:		

4.2 Supplier Order Instructions.

Describe the preferred method of contact to request service.

Company Name:		
Contact Name and Title:		
Address:		
City:	State:	Zip Code:
Office Phone:	Mobile Phone:	Fax:
E-Mail Address:		
Company Website:		

4.3 Exceptions.

Any representation (below) or exception(s) may cause this TC Package to be rejected by the HCSO. All Suppliers should carefully read the entire document.

The following represents every deviation (itemized by number) to the foregoing Sections of this TC, to wit. If there is no exception, please write "None," or "N/A."

_____

_____

4.4 Pricing Matrix Note

Suppliers shall enter a monthly price for scheduled preventive maintenance at each location, an hourly rate for approved corrective repair labor, and the proposed discount from MSRP for replacement parts. The monthly price must include all items and labor identified as preventive maintenance above. Suppliers shall separately identify any other proposed charges in the Pricing Matrix; charges not disclosed there will not be allowed unless approved in writing by the HCSO.

4.5 Pricing Matrix.

Review the included Equipment List and complete the following on Appendix II – Pricing Matrix:

a. Service location's monthly standard maintenance for locations 1-6

b. Hourly Labor Rate for repairs

c. Parts Cost: MSRP less % discount

d. Additional charges

e. Number of Technicians Employed

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PRICING MATRIX
Please complete the green-highlighted sections.
REFER TO THE EQUIPMENT LIST ON THE FOLLOWING PAGE FOR A REPRESENTATION OF EQUIPMENT BY LOCATION

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

	[Company Name] [Address 1] [Address 2] [Phone]	
	[Point of Contact] [E-Mail] [Phone]	
Standard Maintenance Service Locations:	**Expected Format**	
1. Carrollwood Gym 13061 Delwood Road Tampa, Florida 33624	_____ / month	
2. District 4 Gym 508 33rd Street SE Ruskin, FL 33570	_____ / month	
3. ORJ Gym 1201 Orient Road Tampa, Florida 33619	_____ / month	
4. Pinebrooke Gym 10113 Windhorst Road Tampa, Florida 33619	_____ / month	
5. SOC Gym 2102 East 8th Avenue Tampa, Florida 33626	_____ / month	
6. Practical Training Site Gym 14063 S County Rd 39 Lithia, Florida 33547	_____ / month	
Repair Work As Needed:	**Expected Format**	
7. Hourly Labor Rate for Repairs	_____ / HLR	
8. Parts Cost: MSRP less % Discount	_____ % Discount	
Additional Information:		
9. Additional Charges	Use additional pages if necessary	
10. Number of Technicians Employed	#_____	

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EQUIPMENT LIST

EQUIPMENT MAY INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING REPRESENTATION.

CARROLLWOOD GYM
13061 Delwood Road, Tampa, Florida 33624

Asset # or SN #	Make	Model	Equipment
118713	Hammer Strength		Hammer Strength Seated Leg Press
103039	Muscle D		Leg Ext/Leg Curl Combo
103200	Muscle D		Side Lateral Raise
103037	Muscle D		Dual Action Pulley
103197	Muscle D		Pec Deck / Rear Delt Fly
103199	Muscle D		Smith Machine
103198	Muscle D		Lat / Low Row Combo
11979	Hammer Strength		Olympic Bench Press
103202	Life Fitness		Treadmill
097495	Life Fitness		Elliptical
	Woodway	720314	4Front Treadmill
	Matrix	06G013	Seated Triceps Dip
	Stair Master	500110	Stair Master 4G

DISTRICT 4 GYM
508 33rd Street SE, Ruskin, FL 33570

Asset # or SN #	Make	Model	Equipment
110622	Life Fitness		Smith Machine
113657	Life Fitness		Leg Ext. / Leg Curl Combo
110625	Life Fitness		Seated Leg Press
110623	Life Fitness		Cable Crossover
072772	Life Fitness		Treadmill
051367	Nautilus		Lat Pulldown
100605	Cybex		Back Row
	Hoist	N/A	Pec Deck / Rear Delt Fly

ORJ GYM
1201 Orient Road, Tampa, FL 33619

Asset # or SN #	Make	Model	Equipment
113656	Legends Fitness		Squat Machine

ORJ GYM CONT'D			
097500	Hammer Strength		Squat Rack
101578	Hammer Strength		Pec Deck / Rear Delt Fly
101979	Life Fitness		Lat / Low Row Combo
97499	Life Fitness		Leg Ext / Leg Curl Combo
101580	Hammer Strength		ISO Row
110621	Hammer Strength		Smith Machine
102012	Life Fitness		Cable Crossover
101574	Hammer Strength		ISO Decline
101575	Hammer Strength		ISO Incline
101573	Hammer Strength		ISO Chest Press
	Woodway	441013	4Front Treadmill
	Matrix	102261	Stair Master / Climb mill

PINEBROOKE GYM
10113 Windhorst Road, Tampa, FL 33619

Asset # or SN #	Make	Model	Equipment
118712	Life Fitness		Stair Climber
120443	Jacobs Ladder		Exercise Ladder
122622	Life Fitness		Synrgy Cable Machine
122623	Life Fitness		Treadmill
122624	Life Fitness		Treadmill
122625	Life Fitness		Vertical Smith Machine
122626	Life Fitness		Linear Leg Press
122627	Life Fitness		ISO Incline Press
122628	Life Fitness		ISO Abdominal
122629	Life Fitness		ISO Row Machine
122630	Life Fitness		ISO Chest Press
122632	Life Fitness		Leg Extension Machine
122633	Life Fitness		ISO Decline Press
122634	Life Fitness		Assist Chin Dip
122635	Life Fitness		Fly/Rear Delt
122636	Life Fitness		Bicep Curl
122637	Life Fitness		Treadmill
122638	Life Fitness		Tricep Press
	Hammer Strength	390029	Air Bike
	Hammer Strength	450689	Leg Curl
	Hammer Strength	431321	Lat Pulldown
	Hammer Strength	440282	ISO Row
	Life Fitness	390025	Rower

PINEBROOKE GYM CONT'D			
	Rogue	N/A	Belt Squat
	Arsenal Strength	N/A	Lat Pullover
	Arsenal Strength	N/A	Lat
	Arsenal Strength	N/A	Standing Calf Raise
	Arsenal Strength	N/A	Side Lateral Raise

SOC GYM
2102 East 8th Avenue, Tampa, Florida 33626

Asset # or SN #	Make	Model	Equipment
122339	Life Fitness		Adjustable Cable Crossover
122344	Life Fitness		Treadmill
122345	Life Fitness		Treadmill
122342	Life Fitness		Vertical Smith Machine
122341	Life Fitness		Shoulder Press Machine
122340	Life Fitness		Abdominal Crunch Machine
121768	Life Fitness		HD Elite ID STD Power Rack
122349	Life Fitness		ISO Lateral Incline Press
122350	Life Fitness		ISO Lateral Decline Press
122351	Life Fitness		ISO Lateral Row
122352	Life Fitness		ISO Lateral High Row
122402	Life Fitness		Hip Abductions
122407	Life Fitness		Powermill Climber
122408	Life Fitness		Arc Leg Press
	Life Fitness	261049	Biceps Curl
	Life Fitness	121333	Triceps
	Life Fitness	110555	Side Lateral Raise
	Life Fitness	140138	Elliptical
	Life Fitness	120772	Pull / Dip Combo
	Life Fitness	N/A	Leg Ext. / Leg Curl Combo
	Life Fitness	260745	Pec Deck / Rear Delt Combo
	Life Fitness	120344	ISO Row
	Arsenal Strength	N/A	Lat Pullover
	Life Fitness	N/A	Air Bike

PRACTICAL TRAINING SITE GYM
14063 S County Rd 39, Lithia, Florida 33547

Asset # or SN #	Make	Model	Equipment
121282	Jacobs Ladder	16457	Exercise Ladder
122343	Hammer Strength		Free Motion Treadmill

PRACTICAL TRAINING SITE GYM CONT'D			
	Woodway	780314	4Front Treadmill
	Woodway	740314	4Front Treadmill
	Woodway	860314	4Front Treadmill
	Matrix	102268	Stair Master / Climb mill
	Air Dyne X	N/A	Air Bike
	Air Dyne X	N/A	Air Bike
	Octane Fitness	N/A	Recumbent Bike
	Hoist	015439	Biceps Curl
	Hoist	N/A	Lat Pulldown
	Life Fitness	314013	Triceps Press
	Life Fitness	314028	Smith Machine
	Life Fitness	314024	Cable Crossover
	Life Fitness	314009	Pec Deck / Rear Delt Fly
	Life Fitness	314009	Pull / Dip Combo
	Life Fitness	314007	Leg Curl
	Life Fitness	314012	Leg Ext
	Life Fitness	314009	Seated Leg Press
	Techno Gym	N/A	ISO Lat Pulldown
	Techno Gym	100013	ISO Incline Press
	Techno Gym	N/A	ISO Row
	Cybex	21113N	Smith Machine
	Precor	200001	Hack Squat
	Booty Builder	N/A	Glute Machine
	Free Motion	N/A	Lat
	Free Motion	N/A	Chest
	MARPO	011464	Compact Rope Trainer
	Free Motion	N/A	Squat

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4.6 Statement of No Participation.

If, for any reason, you are unable or unwilling to participate in this TC at this time, please complete and return this Statement of No Participation to the e-mail Purchasing@HCSO.Tampa.FL.US or by fax at (813) 242-1826. Your choices or comments below will assist us in properly notifying you of future opportunities.

Specifications	Nature of Award
___ 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

Please provide an explanation: _____

_____

_____

_____

_____

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 and Title:		
Address:		
City:	State:	Zip Code:
Office Phone:	Mobile Phone:	Fax:
E-Mail Address:		
Signature of Officer:		Date:

4.7 Affirmation and Declaration.

At this present time, we understand all requirements and warrant that as a serious Supplier we will comply with all the stipulations included in the TC. The undersigned must be an Officer of the Company, or a designated agent empowered to bind the Company in Contract.

The below named Supplier affirms and declares:

- That Supplier is of lawful age and that no other person, firm or corporation has any interest in this TC offered to be entered into;
- That this TC is made without any understanding, agreement, or connection with any other person, firm, or corporation making a TC for the same purpose, and is in all respects fair and without collusion or fraud;
- That the Supplier is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- That no officer, employee, or person whose salary is payable in whole, or in part, from HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise in this TC Response; in the performance of the Contract; in the supplies, materials, equipment and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this response shall remain valid for 60 days following the due date for submissions.

Signature of Acknowledgment.

The content of this solicitation, including *all the above sections* are acknowledged.

Respectfully submitted by,

Company Name

Company Officer Name (Printed) Date

Company Officer Signature Title

4.8 TC Checklist.

To ensure your submission is found responsive, please ensure you have included all the requested items in this Solicitation. These may include, at a minimum, the items noted below. Failure to verify that all requested items are included in your Response, regardless of whether included on this Checklist, may be grounds for your Response to be rejected.

- One (1) electronic copy of the complete TC Package to include, at a minimum, all Sections requiring a Signature in their entirety.
- Signatures as required for Acknowledgments, Participation, Affirmations, Addenda, Change Orders, etc.
- Any Addenda or Amendments (Signatures required)
- Appendix I – *Supplier Application* to include the completed Application, W9, ACH Authorization with valid secondary verification method, Business Tax Receipt or other government-issued business license regardless of current application status.
- Appendix II – *Pricing Matrix*
- Federal Grant Compliance, when applicable
- Section 4 TC response to include 1) order instructions, 2) references, 3) exceptions, 5) Signature of acknowledgment, etc.
- Requested manufacturer's literature and warranty information, when applicable.
- Properly labeled outermost layer of packaging to meet submission requirements.

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4.9 TC Packaging Label.

Below is the information required on the outermost packaging of your TC package only if being delivered by hand or via mail. Use this as a label.

URGENT - SEALED SUBMITTAL PACKAGE ENCLOSED

URGENT

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

TC PACKAGE SUBMITTAL

From: _____

 # 2026-021

TC EXERCISE EQUIPMENT MAINTENANCE

OPENING DATE/TIME:
DECEMBER 21, 2026 3:00 PM EST

URGENT

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4.10 Attachments, Number and Description or Contents

Appendix I – Completed Supplier Packet (ATTACHED)

Appendix II – Pricing Matrix (ATTACHED) must be included even if listed in 4.5

Appendix II, a docx file, is a separate document. Review the Specifications included and complete the following on that attachment:

- Service location's monthly standard maintenance for locations 1-6
- Hourly Labor Rate for repairs
- Parts Cost: MSRP less % discount
- Additional foreseeable charges
- Number of Technicians Employed

END OF SECTION

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