



# OFFICE OF THE SHERIFF

---

**Chad Chronister, Sheriff**  
Donna Luszczynski, Chief Deputy  
*Hillsborough County, Florida*

June 10, 2022

**SUBJECT:** Amendment No. 1 to RFP 2022-013 Inmate Food and Commissary Services

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in the above referenced RFP 2022-013:

Pages 3 and 4 will be replaced in their entirety to add an optional pre-proposal site visit to the RFP schedule. Please see attached.

Please note that this document hereby becomes part of RFP 2022-013 and without this document, the RFP is considered incomplete.

Sincerely,

A handwritten signature in blue ink, appearing to read "chrp", followed by a small "6" at the end.

Christina R. Porter, CPA  
Chief Financial Officer

CRP/ref

Enclosure

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
INSTRUCTIONS TO PROPOSERS	2
<b>DATE TIME AND PLACE - MEETINGS AND DEADLINES</b>	4
PART A – GENERAL TERMS AND CONDITIONS	5
<b>SIGNATURE OF ACKNOWLEDGMENT</b>	10
PART B – SPECIAL PROVISIONS	11
PART C – SPECIFICATIONS	25
PART D – PROPOSAL RESPONSE	26
<b>CONTRACTOR ORDER INSTRUCTIONS / PROPOSAL CONTACT INFORMATION</b>	30
<b>SIGNATURE OF AFFIRMATION AND DECLARATION</b>	31
PACKAGE LABEL	32
LISTING OF ATTACHMENTS	33
<b>APPENDIX I – VENDOR APPLICATION PACKET</b>	Attached
<b>APPENDIX II – STATEMENT OF NO PROPOSAL</b>	Attached
ATTACHMENT 1 - COMMISSARY AND FOOD SERVICE REQUIREMENTS	Attached
ATTACHMENT 2 - F.A.C 64E-11	Attached
ATTACHMENT 3 - APLICABLE FDA FOOD CODE	Attached
ATTACHMENT 4 - FLORIDA MODEL JAIL STANDARDS	Attached
ATTACHMENT 5 - PROPOSAL COMPLETENESS CHECKLIST	Attached
<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
RFP ADVERTISED / POSTED TO THE HCSO AND OSD WEBSITES	June 6, 2022
OPTIONAL PRE-BID SITE VISIT AND FACILITY TOUR	June 16, 2022
DEADLINE TO SUBMIT QUESTIONS	June 22, 2022
DEADLINE TO SUBMIT PROPOSAL	August 4, 2022
AWARD NOTIFICATION TARGET DATE	August 25, 2022

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

**SUBJECT:** Request for Proposals No. 2022-013

**REQUEST FOR PROPOSALS TITLE:** Inmate Food and Commissary Services

**RFP OPENING DATE & TIME:** August 4, 2022 at 3:00 PM EST

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

Request for Proposals Overview: The purpose of this Request for Proposals (RFP) is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida (Sheriff) to secure a qualified firm(s) or individual(s) to provide Inmate Food and Commissary Services described in ATTACHMENT 1 of this RFP

Any reference to the "Work" throughout this Proposal packet is defined to be inclusive of the Scope of Work and any related performance detailed herein.

**OPTIONAL PRE-PROPOSAL SITE VISIT AND FACILITY TOUR**

Pre-Proposal Site Visit: A optional pre-proposal site visit has been scheduled for June 16, 2022. Please meet at the Falkenburg Road Jail (FRJ) Main Lobby at 8:00 A.M. All attendees must adhere to HCSO policies and procedures while on site.

Pre-Proposal Site Visit: June 16, 2022, 8:00 A.M. EST

PLACE: Falkenburg Road Jail (FRJ)  
520 North Falkenburg Road  
Tampa, Florida 33619