

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

REQUEST FOR PROPOSALS
2025-016

COURTHOUSE SECURITY

August 11, 2025

HILLSBOROUGH COUNTY SHERIFF'S OFFICE



CHAD CHRONISTER, SHERIFF

Hillsborough County Sheriff's Office
Sheriff's Operations Center
Financial Services Division - Purchasing Section
2008 East 8th Avenue
Tampa, FL 33605

Marianne Theen, Buyer
MTheen@teamHCSO.com

INSTRUCTION TO PROPOSERS

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and SUBMITTAL RESPONSE (PART D), which together with all attachments, constitute the entire "Submittal Package." **Said Submittal Package must be the basis upon which all submittals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Proposer must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and SUBMITTAL RESPONSE (PART D). Any questions concerning this Request for Proposals (RFP) should be directed to the Buyer whose name appears above.

During award procedures, the RFP, its attachments, its amendments and proposal package will become incorporated into an agreement that becomes the "Contract Document". This agreement will require the signatures of the Hillsborough County Sheriff's Office and the Contractor to become binding. A draft copy of the proposed agreement and its terms and conditions are attached to this RFP for review. The final executed agreement may have differing terms due to negotiations. **READ THE ENTIRE RFP PACKAGE CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

WHEN SUBMITTING A PHYSICALLY SEALED PROPOSAL PACKAGE, THE EXTERIOR OF THE PACKAGE MUST BE CLEARLY MARKED AS SUCH. UTILIZE THE INCLUDED PACKAGING LABEL AT THE END OF THIS DOCUMENT.

Table of Contents

INSTRUCTION TO PROPOSERS	2
TABLE OF CONTENTS	3
LETTER OF INTENT	4
SOLICITATION OVERVIEW	5
PART A - GENERAL TERMS AND CONDITIONS	6
SIGNATURE OF ACKNOWLEDGMENT.....	11
PART B - SPECIAL PROVISIONS	12
PART C – SCOPE OF SERVICES & TECHNICAL SPECIFICATIONS	24
SCOPE OF SERVICES	24
TECHNICAL SPECIFICATIONS (SERVICE PROGRAM DETAILS).....	26
PART D - SUBMITTAL RESPONSE	33
SIGNATURE OF AFFIRMATION AND DECLARATION:	42
RFP CHECKLIST	43
PACKAGING LABEL	44
ATTACHMENTS	45
EXHIBIT A – STAFFING SCHEDULE	45
EXHIBIT B – PRICING MATRIX	46
APPENDIX I – SUPPLIER APPLICATION PACKET	47
APPENDIX II – STATEMENT OF NO PARTICIPATION	48
APPENDIX III – REFERENCES	50
ATTACHMENT 1 – DRAFT AWARD CONTRACT	52

PROPOSED SCHEDULE OF EVENTS	DATE
RFP Advertised / Posted to HCSO, Euna OpenBids and OSD Websites	September 11, 2025
DEADLINE TO SUBMIT Letter of Intent	October 6, 2025 3:00 PM EST
DEADLINE TO SUBMIT Questions	October 6, 2025 3:00 PM EST
DEADLINE TO SUBMIT Proposal	October 16, 2025 3:00 PM EST
Award Notification Target Date	November 7, 2025

LETTER OF INTENT

RFP 2025-016 COURTHOUSE SECURITY

The undersigned acknowledges the General Terms and Conditions of the Request for Proposals (RFP) and intends to respond to the Hillsborough County Sheriff's Office (HCSO). We understand that any amendments, clarifications, and addenda to the RFP will be promptly communicated to the individual authorized below to receive this information.

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTRACT CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE OF COMPANY OFFICER

DATE

When responding to this Letter of Intent, in good faith, it will allow the Buyer to coordinate RFP related correspondence in an effective manner to all participants, when applicable, in addition to the HCSO's official means of communication, HCSO's website; <https://TeamHCSO.com/> and www.DemandStar.com.

If you do not wish to participate, please return Appendix II - *Statement of No Participation*. This information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Proposer List.

NOTE: This form should be completed and returned prior to the listed deadline to the buyer listed on page two (2) of this document, at fax number 813-242-1826, or purchasing@hcsso.tampa.fl.us.with the subject line "2025-016 LETTER OF INTENT."

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

SOLICITATION OVERVIEW

SUBJECT: Request for Proposals 2025-016

RFP TITLE: Courthouse Security

OPENING DATE & TIME: October 16, 2025 3:00 PM EST

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

NOTE: There will be no public Proposal Opening. Proposals will be received until the time and date shown and Proposers' Names will be read aloud immediately thereafter at the "Place" indicated. A video recording of the Proposal opening will then be posted to the website <https://teamhcsso.com>.

RFP Overview: The Hillsborough County Sheriff's Office (HCSO) is seeking a Contractor capable of providing large scale security services for multiple public buildings within Hillsborough County. Security personnel will be licensed by the State of Florida, Department of Agriculture and Consumer Services, Division of Licensing, which regulates private security services in accordance with Chapter 493, Florida Statutes. All personnel shall be employed directly by the Contractor and shall be approved by the HCSO before training commences.

This resulting contract may be effective January 1, 2026.

PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSAL SUBMITTAL:** Proposals may be submitted by hand-delivery, United States Postal Service (USPS), commercial shipment or electronically on Euna OpenBids.
 - a. Physical submitted Proposals 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 Proposal must be marked as a PROPOSAL PACKAGE (including the Proposal number, Date, and Time of Proposal Opening) on the outermost envelope or packaging material – See included Packaging Label.
 - b. Electronic proposals may be submitted through a secure mailbox at Euna OpenBids (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their proposal reaches Euna OpenBids before the closing date and time.

The respondent must also provide one (1) clearly marked redacted copy suitable for Public Records Requests in either physical or electronic format described above.

If our specifications, when included, are not returned with your Proposal, and no specific reference is made to them in your Proposal Response, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's or manufacturer's specifications which accompany the Proposal Response, contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Proposal Response.

2. **PROPOSAL 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 Proposer. 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 Proposer 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. **THE SUPPLIER PACKET:** The completed APPENDIX I must be returned with your RFP Response along with copies of Hillsborough County Business Tax Receipt, other local government, state, or county business license(s). Proposers can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers Compensation may be requested prior to award. ACH is the approved method of payment, and Appendix I, *Supplier Application Packet*, requires a secondary method of verification in the form of a voided check, voided deposit slip, or Letter from applicable Financial Institution. Failure to provide requested documentation may cause submittal to be deemed unresponsive.
4. **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.

5. TIME FOR CONSIDERATION: Proposer warrants, by virtue of submitting, the contents quoted in their response will be good for an evaluation period of 180 calendar days from the date of RFP opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their RFP after the opening time and date.
5. PRICES: All Proposals submitted must show the net proposal price after any and all discounts allowed have been deducted. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue a tax exemption certificate to the Awarded Proposer upon request.

The Proposer'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 RFP, 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 Proposer.
7. INFORMATION AND DESCRIPTIVE LITERATURE: The Proposer must furnish all information requested in the Submittal. If specified, each Proposer must submit descriptive literature and/or complete narratives covering the services offered. Submittals that do not comply with these requirements will be subject to rejection.
8. SUBMITTAL COSTS: Submission of a Submittal Package is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the Proposal Package.
9. PROPOSAL OBLIGATION AND DISPOSITION: The contents of the Proposal Package and any clarifications thereto submitted by the Proposer shall, upon award, become part of the contractual obligation and be incorporated by reference into the ensuing contract. All Proposal Packages become the property of the HCSO and will not be returned to the Proposer.
10. NO PARTICIPATION: If you do not wish to submit a response to the RFP, please return the *Statement of No Participation* herein as APPENDIX II. The "No Participation" information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.
11. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Proposer certifies that all material/items contained in their response meets all OSHA requirements.
12. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the RFP and the resulting Contract shall be construed in accordance with the laws and statutes of the state of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this RFP and to the resulting Contract. While the Sheriff is not bound by Chapter 287, *Florida Statutes*, in the

spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

The Proposer's attention is directed to the fact that all applicable Federal, State and local laws, ordinances, codes, rules and regulations shall apply to the agreement throughout, and they will be deemed to be included in the agreement the same as though herein written. Florida law will govern all questions concerning implementation and execution of this agreement and shall also be controlling in any cause of action brought pursuant to this agreement.

The Awarded Proposer(s) agrees that it shall observe and obey all the laws, ordinances, regulations, and rules of the Federal, State, County and City which may be applicable to its services.

13. FAMILIARITY WITH LAW: The Proposer is required to be familiar with all Federal, State, and local laws, ordinances, rules, codes, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve the Proposer from responsibility.
14. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all submittals, for cause, to waive irregularities, if any, and to accept the Submittal Package (or Packages) 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 submittal options or resulting contract(s) or agreements, when deemed to be in the best interest of the HCSO.
15. APPROPRIATION OF FUNDS: The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this RFP for each and every fiscal year following the fiscal year in which this contract is executed and entered into, and for which the contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the contract, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such contract.
16. PROTESTS: Any Proposer who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Proposals 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.
 - a. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Proposer 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 Chief Financial Officer (CFO).

- b. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Proposer in writing. This decision, and the basis upon which it was made, will be communicated to the Proposer 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. Final decision of an appeal will be made by the Sheriff.

17. INDEMNIFICATION: The Awarded Proposer(s) 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 Proposer(s), 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 Proposer, 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 Proposer or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

18. PUBLIC ENTITY CRIMES: Pursuant to §287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If you submit a proposal in response to this RFP, you are certifying that §287.132-.133, *Fla. Stats.*, does not restrict your submittal.
19. PUBLIC RECORDS: Any material submitted in response to this RFP will become a public document 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 Proposer 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.

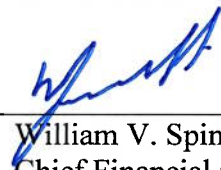
The HCSO requires that, at the conclusion of the selection process, the contents of all the Proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a RFP must be clearly stated in the Proposal itself, and a redacted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

If the Proposer has questions regarding the application of Chapter 110, Florida Statute, to the Proposer'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@hcsso.tampa.fl.us.

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

By: _____


William V. Spinelli, CPA
Chief Financial Officer

SIGNATURE OF ACKNOWLEDGMENT

The General Terms and Conditions outlined above are acknowledged. Our Proposal Package is attached.

Proposer Name

Proposer Officer Name (Printed)

Title

Proposer Officer Signature

Date

Note: This page must be returned with your proposal response. Each Proposer's response, and any clarifications to that response, as well as all amendments or addenda to this document shall be signed by an officer of the Proposer or a designated agent empowered to bind the Proposer in contract.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

END OF PART A

PART B - SPECIAL PROVISIONS

1. CONTINGENT FEES PROHIBITED: The Proposer warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Proposer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or Proposer, other than a bona fide employee working solely for the Proposer any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.
2. COMMUNICATION BETWEEN PARTIES: All questions regarding this RFP are to be directed, in writing, to the Buyer as listed on page 2, *Instructions to Proposers*. No communication is allowed, either directly or indirectly, with any other HCSO employee regarding this RFP prior to the notice of award.

In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing> and www.DemandStar.com. This will include Question & Answer (Q&A), amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

3. INFORMATION PRIVACY: It is understood and agreed upon by the Proposer in submitting a Proposal Package that the HCSO has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number of Proposals received, competitive technical information, competitive price information, and the HCSO evaluation concerns about competing proposals. Information released after award is subject to the disclosure requirements of Chapter 119, Florida Statutes. Proposers are enjoined from discussing or disclosing the content of any Proposal with competing Proposers during the evaluation and negotiation process.
4. CERTIFICATE OF INSURANCE: No Work shall commence in connection with this Contract until the Awarded Proposer and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Proposer'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 cancelation, 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 Proposer 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 Proposer. 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 Proposer 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:

Worker's Compensation and Employer's Liability Insurance: The Contractor shall provide and maintain during the life of this Contract, Worker's Compensation Insurance and Employer's Liability Insurance for all employees engaged in work under this Contract in accordance with the laws of the State of Florida. The amount of Employer's Liability insurance shall not be less than the amount specified.

- i. Worker's Compensation: Florida Statutory Requirements.
- ii. Employer's Liability: \$1,000,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee.

- b) Commercial General Liability Insurance: The Contractor shall provide and maintain during the life of this Contract, Commercial General Liability Insurance to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, contractual liability, and explosion, collapse and underground (XCU) exposures (if applicable). Completed operations liability coverage shall be maintained for a minimum of one (1) year following completion of Work. The amount of Commercial General Liability insurance shall not be less than the amount specified.

\$1,000,000 per occurrence and a \$2,000,000 general aggregate.

- c) Automobile Liability Insurance: The Contractor shall provide and maintain during the life of this Contract, Automobile Liability Insurance to be maintained in accordance with the laws of the State of Florida, as to the ownership, maintenance and use of all owned, non-owned, leased or hired vehicles. The amount of each insurance type shall not be less than the amount specified.

\$1,000,000 combined single limit.

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

- d) 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:

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

- e) Professional Liability Insurance: Professional Liability Insurance shall meet the following minimum amounts:

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

- f) 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. As applicable, the minimum amounts of such insurance may be as follows:

Commercial/Comprehensive General Liability:

Bodily Injury	\$300,000 per person per occurrence
Property Damage	\$300,000 per occurrence
Automobile Liability	\$300,000 combined single limit bodily injury and property damage
Garage Liability	\$1,000,000 combined single limit each occurrence
Garage Keepers Liability	\$100,000 collision and comprehensive per vehicle

5. E-VERIFY REQUIREMENT: Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Proposer(s), 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 Proposer(s) enters into a contract with a subcontractor, the subcontractor must provide the Awarded Proposer(s) with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Proposer(s) shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Proposer(s) 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 Proposer(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Proposer(s) and order the Awarded Proposer(s) to immediately terminate the contract with the subcontractor. 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. If the Sheriff terminates a contract with an Awarded Proposer(s) as provided above, the Awarded Proposer(s) may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Proposer(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.
6. 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) 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.

7. **PROPOSAL SUBMITTAL REQUIREMENTS:** Proposals will be received until the time and date shown and participant names will be read aloud immediately thereafter. A video recording of the physically received, electronically submitted or otherwise accepted Proposals will then be posted to the (HCSO) website at <https://TeamHCSO.com/Purchasing>.

To support the evaluation of your Proposal Package, please refer to the RFP CHECKLIST.

Respondents that do not follow submittal instructions may be declared non-responsive and eliminated from consideration.

Responses may be submitted by hand-delivery, United States Postal Service (USPS), commercial shipment or electronically on Euna OpenBids.

The completed APPENDIX I, *Supplier Application Packet*, must be returned, with all the documentation listed therein, with your Proposal Package along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s).

Physical submitted Proposal Packages 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 Proposal must be marked as a PROPOSAL DOCUMENT (including the RFP number, Date, and Time of Opening) on the outermost envelope or packaging material – See included example Packaging Label.

Electronic Proposal Packages may be submitted through a secure mailbox at Euna OpenBids (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the Proposer to ensure their proposal reaches Euna OpenBids before the closing date and time.

When appropriate, respondent should provide one (1) clearly marked redacted copy.

If our specifications, when included, are not returned with your Proposal, and no specific reference is made to them in your Proposal Package, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's or manufacturer's specifications which accompany the Proposal Package, contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Proposal Package.

- a) Submissions must be preceded by a Letter of Intent received by HCSO Purchasing Section no later than the date and time shown within this Submittal Package.
- b) Submittal Packages must be received by the HCSO Purchasing Section no later than the time and date shown within this Submittal Package. Proposers mailing their Submittal Packages

should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the RFPs. Submittal Packages or unsolicited amendments to submissions received by the HCSO after the acceptance date will not be considered.

- c) The HCSO reserves the right to postpone the date for receipt and opening of submissions 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 Proposer.

It is understood and agreed upon by the Proposer in submitting a Submittal Package that the HCSO has the right to withhold all information regarding this procurement until after contract award, including but not limited to; the number of responses received; competitive technical information; and the HCSO evaluation concerns about competing. Information released after award is subject to the disclosure requirements of the Chapter 119, *Fla. Stat.* Proposers are enjoined from discussing or disclosing the content of any Submittal Package with competing Proposers during the evaluation or negotiation process.

8. EVALUATION OF PROPOSALS AND EVALUATION CRITERIA: Initially all proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposers that are found to be non-responsive or non-responsible will not be included in the evaluation process. The HCSO reserves the right to eliminate an Offeror as non-responsive at any time during the evaluation process. In determining whether an Offeror is responsible, the HCSO may consider the Proposer's facilities, equipment, vehicles, supplies, inventory, personnel, financial status, management, references, registration as a business in the State of Florida, maintaining a physical presence within Hillsborough County, insurance, supply chain, credit rating, and integrity.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in the Proposal Response (PART D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents.

The *Proposal Response* (PART D) provides details of the following Evaluation Criteria:

<u>Evaluation Criteria</u>	<u>Points</u>
a) X-ray screening and magnetometer training and procedures.	20
b) Personnel – Recruiting, qualifying and training.	20
c) Hourly billing and pay rates.	20
d) Ability to identify/detect firearms and other weapons during security screening process.	10
e) Personnel – Attracting and retaining.	10
f) Company overview.	10
g) Transition plan.	10
Total:	100

An evaluation committee will consist of a minimum of three (3) persons. Each committee member will read and score all eligible proposals. Any clarifications requested by a committee member will be presented to the Proposer through the Buyer. When all evaluations are complete, the Buyer will tabulate the results providing a scoring matrix indicating the group's collective ranking of each Proposer. The Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the HCSO, request a Best and Final Offer from the top ranked offers.

Item c) *Hourly billing and pay rates* will be scored by procurement utilizing the following formula with the ANNUAL TOTALS populated on the submitted Exhibit B *Pricing Matrix*.

$$\left(\frac{\text{Highest ANNUAL TOTAL}}{\text{ANNUAL TOTAL Being Evaluated}} \right) \times \frac{\text{Maximum Points}}{\text{Points}} = \frac{\text{Awarded Points}}{\text{Points}}$$

9. CRITERIA SCORING METHOD:

Each evaluation criteria will be initially evaluated on a percentage scale from 1 to 100. That Score will then be applied to the weighted values in Part B, Paragraph 10 to get the final score for the evaluation factor. In the event that an evaluation factor has multiple subfactors, each subfactor will be evaluated on the same percentage scale of 1 to 100. The results will then be averaged and applied to the weighted values in Part B, Paragraph 10 to get the final score.

The scores for the evaluation criteria will be done on a points/percentage basis in conjunction with a narrative composed of the documentation of the particular strengths, weaknesses, and deficiencies of the proposal by the individual evaluators and will include an adjectival rating depending on total score. The evaluation committee will use a rating system that is based off identified strengths, weaknesses, and deficiencies in determining the final scoring. The narrative and documentation apply only to the initial point/percentage score of 1 to 100. The adjectival rating as it relates to scores and identified strengths, weaknesses is contained in the table below.

Rating Description

- Outstanding, 95-100 points
The Proposal demonstrates an exceptional approach and understanding of the requirements and contains multiple strengths and/or at least one significant strength, and risk of unsuccessful performance is low.
- Good, 85-94 points
Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength or significant strength, and risk of unsuccessful performance is low to moderate.
- Acceptable, 70–84 points
Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
- Marginal, 60-69 points
Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high. May be acceptable if the majority of important factors are acceptable, but one or more factors is deficient, and some minor risk is involved in the correction thereof.
- Unacceptable, 1-59
Proposal does not meet requirements of the solicitation and, thus, contains one or more

deficiencies and is un-awardable, and/or risk of unsuccessful performance is unacceptably high.

These definitions rely on additional rating definitions of Strength, Significant Strength, Weakness, Significant Weakness and Deficiency. The definitions for these are detailed below:

- Strength: is an aspect of an offeror's proposal with merit or will exceed specified performance or capability requirements to the advantage of the Government during contract performance.
- Significant Strength: is an aspect of an Offeror's proposal with appreciable merit or will exceed specified performance or capability requirements to the considerable advantage of the Government during contract performance.
- Weakness: a flaw in the proposal that increases the risk of unsuccessful contract performance.
- Significant Weakness: is a flaw in the proposal that appreciably increases the risk of unsuccessful contract performance.
- Deficiency: a material failure of a proposal to meet a HCSO requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

Below are some additional evaluation terms with definitions that may also be included in the definitions above.

- Omission: A failure to provide information required by the solicitation and depending on the nature and extent of the omission it may be evaluated as a weakness, a significant weakness, or a deficiency.
- Clarification: Clarifications are limited exchanges between the HCSO and Offerors that may occur when award without discussions is contemplated. If award without discussions is anticipated, Offerors may be given the opportunity to clarify certain aspects of their proposals or to resolve minor or clerical errors.
- Communication: Communications are exchanges between the HCSO and Offerors after receipt of proposals, leading to establishment of the competitive range.
- Discussions: Discussions are negotiations conducted in a competitive acquisition and take place after establishment of the competitive range. Discussions are tailored to each Offeror's proposal within the competitive range.

10. INTERVIEWS: The HCSO, at its sole discretion, may require Proposers to participate in on-site interviews and conduct demonstrations to the HCSO Evaluation Committee and other HCSO representatives, in an effort to clarify the Proposal(s) submitted or to compare to other Proposals.

Proposers should be prepared for detailed oral discussions to substantiate any or all of its submitted Proposal, including its qualifications to furnish the specified services. Proposers are cautioned not to rely on the possibility of interviews, presentations or demonstrations and to submit complete and comprehensive written responses to the RFP.

Any costs associated with oral discussions, or demonstrations are the sole responsibility of the Proposer(s).

11. BEST AND FINAL OFFER (BAFO): The HCSO reserves the right to request a Best and Final Offer (BAFO) from any or all Proposers. A BAFO may be requested as an optional step in the selection process. Useful situations include but are not limited to the following: no single response addresses all the specifications; the cost submitted by all Proposers is too high; the scores of two (2) or more Proposers are very close after the evaluation process; all Proposers submitted responses that are unclear or deficient in one or more areas.

The evaluation committee determines if the BAFO process will be conducted and who will receive the solicitation. All or any number of Proposers may be solicited, but only those Proposer(s) most likely to be awarded a contract are to be included. The evaluation committee will develop the aspects of the Proposal to be addressed in the BAFO. They may ask for enhancements of core components of the RFP but will maintain the integrity of the original Scope of Work.

BAFO solicitations will be made in writing. Proposers may be asked to provide additional clarification to specific sections of their response, or to rework their Proposal content or pricing. Information will be given as to how the BAFO will be evaluated. The HCSO will not identify either the current rank of any Proposer(s) or the lowest costs proposed until after the evaluation of each BAFO submitted. If a Proposer does not wish to submit a BAFO offer, they may submit a written response stating their response remains as originally submitted.

The Senior Procurement Analyst, or designee, will be responsible for all communication to and from Proposers regarding the BAFO solicitation. All responses must be returned to the Senior Procurement Analyst. Proposers may also be requested to make an oral presentation to the evaluation committee. The written BAFO solicitation will include submission requirements and a deadline date and time by which the BAFO must be returned to the Senior Procurement Analyst.

At the option of the HCSO, this negotiation process with the highest ranked Proposers may continue until a satisfactory contract is successfully negotiated.

12. SUBCONTRACTING – CONTRACTUAL OBLIGATIONS: The Awarded Proposer(s) may not sublet or subcontract any of the contractual obligations concerning this RFP matter except as provided for in the written contract between the HCSO and Awarded Proposer(s). This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Proposer(s) to retain ultimate liability for all contractual obligations.
13. CONFLICT OF INTEREST: The Proposer 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.

14. AWARD: Award shall be made to the most Responsive and Responsible Proposer meeting specifications, price and /or other factors considered. Although the intention is to award a single Proposer, the HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO. Award may be made to more than one (1) Offeror to ensure that Work is completed in a timely manner.

Award will be dependent upon the determination that the Proposals are responsive, Proposers are responsible, evaluation criteria stated in the RFP Document and any other evaluation criteria deemed relevant and beneficial. Proposals and Proposers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Proposal prices and Proposer rankings, if applicable, will be published at the time of Award. All Proposers responding with a Proposal will receive a copy of the RFP tabulation.

Notification of Award will be sent to the Proposer(s) receiving the Award. RFP results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing> and www.DemandStar.com.

In the Event two (2) or more Proposers have submitted the lowest and best Proposals, preference may be given in the Award in the following order.

- a) Proposer with a primary place of business within Hillsborough County
 - b) Proposer with a place of business within Hillsborough County
 - c) Proposer with a primary place of business within the State of Florida (nearest Hillsborough County)
15. CONTRACT DOCUMENT: During award procedures, the RFP, its attachments, its amendments, and Proposal package submitted by the Proposer will become incorporated into an agreement that becomes the "Contract Document." This agreement will require the signatures of the Proposer and either the signature of the Sheriff, Undersheriff, Chief Deputy, or the Chief Financial Officer to become binding. A draft copy of the proposed agreement and its terms and conditions are attached to this RFP for review. The final executed agreement may have differing terms due to corrections and/or negotiations. All Proposal Packages become the property of the HCSO and will not be returned to the Proposer. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's response. In all other matters not affected by the written clarification, if any, the RFP and all amendments thereto shall govern. The Proposer is cautioned that his Proposal shall be subject to acceptance without further clarification.
16. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, and to accept the Proposal or Proposals, 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 RFP options or resulting contract(s), agreements, when deemed to be in the best interest of the HCSO.
17. CONTRACT PERIOD: The resulting Award from this RFP may be effective for two (2) years from the date of award. By written mutual consent between the HCSO and the Contractor, the Contract may be extended up to three (3) additional one (1) year periods.
18. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this RFP

or resulting Agreement(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the RFP will be considered amendments. Any additions or deletions to the Agreement will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Proposer(s)'s written approval for each item to be added. If approved by the CFO, the item will be added to the Agreement and recorded on the original RFP tabulation/price sheet.

The basis of this Contract will be the hourly rates per type of position and the performance of the Contractor and the assigned personnel of the Contractor. Changes in the number of personnel required by the HCSO or the number of locations served will not affect the hourly labor rates. Any increase or decrease to staffing requirements, addition or deletion of locations, or change to the procedural orders for a Post will be determined by the respective Division Commanders, set forth in the Post Orders and staffing requirements, and handled directly with the Contract Manager(s) and a Change Order completed if necessary.

19. PROCESSING CHANGE ORDERS: Any changes which result in an increase or decrease to the Contract's hourly billing rate, must be based on the labor index. Any increase or decrease to staffing requirements, or any addition or deletion of locations will be determined by the respective Division Commanders. These changes will be processed as a Change Order to the Contract. Any such changes will not invalidate this Contract. Change Orders will be dated and sequentially numbered.

Change Orders will be submitted in writing and shall include the HCSO or the Contractor's detail of the service changes or circumstances surrounding the request and the Contractor's written quote representing an increase, decrease or no change to the contract sum. The resulting Change Order Request will be submitted by the Contractor to the Division Commander for approval by the CFO.

Any changes in the contract sum will be reflected on an amended purchase order as requested by the Division Commander and as approved by the CFO. A copy of the amended purchase order will be provided to the Contractor.

Failure to follow Change Order instructions will result in the HCSO refusal to pay a change to the Contract Sum.

Requests for estimates for possible changes are not to be considered Change Orders or authorization to proceed with the proposed changes. Requests from the HCSO for quotes regarding new Work not included in the original scope will not constitute a Change Order to this Contract.

20. CANCELATION: When deemed to be in the best interest of the HCSO, any agreement(s) resulting from this RFP 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 Agreement without cause, all items and/or materials provided through the date of receipt of written notice of cancelation may be invoiced to the HCSO

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

21. ASSIGNMENT: The Awarded Proposer(s) will not assign, transfer, convey, or otherwise dispose of this agreement or any part thereof, or of its right title or interest therein or its power to execute this agreement or any amendment or modification hereto, to any other person, company or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy or reorganization shall be considered an assignment.
22. DEFAULT: The Agreement may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Proposer(s) upon non-performance or violation of Agreement terms. An award may be made to the next best responsive Submittal Package and responsible Proposer based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Proposer(s) to deliver items within the time stipulated in this RFP, unless extended in writing by the Financial Services Division, shall constitute an Agreement default. Awarded Proposer(s) who default on agreements may be removed from the HCSO Proposer List and determined ineligible for future contracts, agreements, at the discretion of the CFO.
23. NEXT BEST PROPOSER: In the event of a default by the Contractor, the HCSO reserves the right to utilize the next best Proposer. In the event of this occurrence, the new Contractor shall be required to provide the Proposal items at the prices as contained on their Proposal for this RFP for the remainder of the award period.
24. EMERGENCY: If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Agreement and procure the item(s) from the most available source.
25. INVOICING AND PAYMENTS: The Contractor will invoice the HCSO monthly in arrears. Daily time sheets (or other time keeping method implemented) will serve as verification of the hours billed.

At a minimum, an invoice shall show: the purchase order number, a unique invoice number, the Work Site address, Post location, type of position (armed or unarmed), number of hours billed and the hourly rate. Invoices must include detail of the hours worked by each individual and must be separated by each of the three (3) billing locations: the Courthouse Complex – Tampa, Plant City, and the County Center Complex.

It is a requirement of the HCSO to have the Division Commander, or designee in the assigned Work area review and approve all invoices prior to the HCSO remitting payment.

Invoices shall be emailed to AccountsPayable@teamHCSO.com.

ACH and HCSO Purchasing Card are the accepted methods of payment. Please inquire at (813) 247-8276 or at AccountsPayable@teamHCSO.com.

Payment shall be made in accordance with §215.422, Fla. Stat., which states the contractor's rights and the HCSO 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.

Payments may be withheld because of any of the following conditions:

- a) Defective Work not corrected.
- b) Failure of the Contractor to make payments for materials, labor, equipment, or services.
- c) Continued failure to perform the Work in accordance with the terms and conditions set forth in this Agreement.
- d) Legal or other claims by third parties relating to the Work performed under the Contract Documents.

26. EXCEPTIONS TO PROPOSAL: All Proposal Responses must clearly state with specific detail all deviations to the requirements imposed upon the Proposer by the General Terms & Conditions (PART A), the Special Provisions (PART B), and the Scope of Services / Technical Specifications (PART C). Such deviations should be stated upon the Proposal Response (PART D) or appended thereto. Proposers are hereby advised that the HCSO will only consider proposals that meet the specifications and other requirements imposed upon them by this Proposal Package. In instances, where an exception is stated upon the Proposal Response (PART D), said Proposal will be subject to rejection by the HCSO in recognition of the fact that said Proposal does not meet the exact requirements imposed upon the Proposer by General Terms & Conditions (PART A), Special Provisions (PART B), and Scope of Services / Technical Specifications (PART C).
27. EXCEPTIONS TO DRAFT AWARD CONTRACT: If a Proposer desires to deviate from the drafted Contract Agreement (ATTACHMENT 1), all such deviations must be listed individually with respect to the Exceptions to Proposal direction above.
28. GOVERNMENTAL PURCHASING COUNCILS: All responses received shall be considered as submittal packages to all members of the Hillsborough County and Tampa Bay Area Purchasing Cooperative. Said members may, at their discretion, request to utilize this RFP as required from the Awarded Supplier.

Other government agencies or eligible users, as authorized by State law or as defined in Rule 60A-1.001, Florida Administrative Code, may also participate in this offer. Any resulting contract(s) or agreement(s) entered into with other local governments will be between the Contractor and that particular government or user and shall always remain separate from HCSO.

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END OF PART B

PART C – SCOPE OF SERVICES & TECHNICAL SPECIFICATIONS

SCOPE OF SERVICES

1. IN GENERAL: The Contractor will provide armed and/or unarmed Security Officers at three (3) Primary Locations within Hillsborough County: the Courthouse Complex – Tampa, the Plant City Courthouse, and the County Center Complex. See EXHIBIT A – *Staffing Schedule* for more detailed location information.

The contract value for Fiscal Year 2023-2024 was \$4m. The anticipated contract value for FY 2025-2026 is anticipated to be less (due to omission of coverage through this contract for the Juvenile Assessment Center (JAC)) although this may vary depending on additional operational needs. The current contractor has offered this service since 2021, building on a history of provision by an acquired company since 2009.

Previous fielded Q&A answers from RFP 3-20 are included here with the intent of clarifying the requirements of this solicitation.

- There are no significant changes to the anticipated contract from the current with the exception of omission of the JAC location.
- This proposal does not require any bonds.
- There are no mandated wages for this Contract.
- Dosimeter Reporting is not required at this time.
- A current sample COI is acceptable for the RFP/Proposal Response.
- The Contract start date is dependent upon the Awarded Contractor's transition plan, as amended, if necessary.
- The Sheriff's Office does not provide parking or a parking allotment for the officers at either the Courthouse or County Center Complex.
- Motorized vehicles are in use. The Contractor may utilize their own motorized vehicles if desired but these will not be provided by the HCSO.

2. SCOPE OF SERVICES: Services at the below locations include some or all of the following activities: monitoring public access through metal detectors known as magnetometers; x-ray screening of all personal effects; patrolling parking garages and Joe Chillura Courthouse Square Park; performing scheduled security checks; working inside courtrooms and adjacent waiting areas on a limited basis; and other duties related to the protection and security of property and persons.

Security at the Courthouse Complex – Tampa, the Plant City Courthouse, and the County Center Complex is under the command of the Department of Detention Services, Court Operations Division.

Any reference to the “Work” throughout this RFP is defined to be inclusive of the Scope of Services and any related performance detailed herein. For further details, refer to Technical Specifications. Any exceptions should be noted in the Proposal Response (PART D).

3. GENERAL REQUIREMENTS: The Proposer will be expected to respond with a detailed description of their company's ability to provide the services specified. The specifications listed below are intended to provide the minimum requirements of the Hillsborough County Sheriff's Office (HCSO). The successful Proposer will describe the methods, resources, systems and processes utilized to create and maintain an outstanding plan for service. While the specifications listed herein represent HCSO preferences, they are not intended to be restrictive to potential Contractors. They are intended to serve as guidelines to features required for satisfactory performance. The HCSO is interested in the business practices Proposers use to recruit, train, supervise, evaluate and retain quality personnel.
4. PROPOSER QUALIFICATIONS: Proposals shall be considered only from those companies or individuals who can clearly demonstrate to the HCSO the professional ability to perform the type of Work specified within the RFP. Proposers must be able to demonstrate adequate organizational, financial, equipment and personnel resources to ensure continuous provision of quality service to the HCSO. In the determination of the evidence of responsibility and ability to perform the Work, the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities, and organization of the Proposer. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. The HCSO reserves the right to reject a Proposal when evidence indicates the inability to perform the Work specified within the RFP.

The HCSO will require background checks of Contractor employees who will be working on HCSO property.

5. PRE-QUALIFICATION OF SUBCONTRACTORS, VENDORS, AND SUPPLIERS: All employees and/or subcontractors of the Contractor which will Work in a HCSO Facility or on a HCSO property will be required to have a background check by the HCSO prior to beginning Work. All employees must comply with HCSO's policy and procedures, which includes no smoking on any HCSO property. The Contractor shall be required to provide a Work crew list giving all personnel names and changes as they occur.

The HCSO will perform the background checks in-house at no costs to the Contractor.

The Contractor agrees, within seven (7) calendar days of receipt of a written request from the HCSO, to promptly remove and replace any subcontractors employed or retained by the Contract, which the HCSO shall request in writing to be removed with or without cause. If the HCSO requires the removal of any subcontractor, the Contractor shall submit a substitute acceptable to the HCSO, and the Contract price may be increased or decreased by the reasonable difference in costs associated with such substitution, providing proof of increase or decrease is provided. If the HCSO request was made without cause, an appropriate Change Order will be issued.

6. LETTER OF INTENT: Interested Proposers planning to submit, should notify the Buyer by using the Letter of Intent form included herein by the end of the listed Q&A Deadline . The person(s) indicated on the Letter of Intent will be those notified of all addenda, amendments or Q&A via the e-mail address provided.
7. 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.

- All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
- All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
- HCSO detention facilities requires all persons to wear long pants (shorts will not be allowed) and shirt with company logo is preferred.
- HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
- Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
- All persons entering a secured facility must have a background check performed before entering the facility.

TECHNICAL SPECIFICATIONS **(SERVICE PROGRAM DETAILS)**

8. OPERATIONS SPECIFICS BY LOCATION: The Contractor will provide armed and/or unarmed Security Officers at three (3) Primary Locations within Hillsborough County as discussed below.

a) Courthouse Complex – Tampa

The Courthouse Complex – Tampa is comprised of the following locations:

- i. The Edgecomb County Courthouse located at 800 East Twiggs Street, Tampa, Florida 33601;
- ii. The Clerk/Public Defender’s Offices at 700 East Twiggs Street, Tampa, Florida 33601;
- iii. The Clerk/State Attorney’s Offices at 419 Pierce Street, Tampa, Florida 33601;
- iv. The Hillsborough County Courthouse Annex at 401 North Jefferson Street, Tampa, Florida 33601; and
- v. The Twiggs Street Parking Garage east of the Edgecomb County Courthouse on Twiggs Street

The primary focus of Courthouse Complex – Tampa security is the screening of all persons and all items entering the buildings in order to detect and prevent weapons or other prohibited items from being carried into the facilities. Walk-through metal detectors (magnetometers), hand held magnetometers and x-ray machines are in use. Night time and weekend duties focus more on internal and external security checks and patrolling parking garages.

b) Plant City Courthouse

The Plant City Courthouse is located at 301 North Michigan Avenue, Plant City, Florida 33563. Like the Courthouse Complex – Tampa, the primary focus of security at this location is the screening of all persons and all items entering the buildings in order to detect and

prevent weapons or other prohibited items from being carried into the facilities. Walk-through metal detectors (magnetometers), hand held magnetometers and x-ray machines are in use. Night time and weekend duties focus more on internal and external security checks.

c) County Center Complex

The County Center Complex is comprised of the following locations:

- i. The County Center building at 601 East Kennedy Boulevard, Tampa, Florida 33601;
- ii. The Joe Chillura Courthouse Square Park located at the northeast corner of Kennedy Boulevard and Morgan Street; and
- iii. The Pierce Street Parking Garage located on the southeast corner of Kennedy Boulevard and Pierce Street.

Services to be provided at the County Center Complex include a general security presence in the County Center building and patrols at the Pierce Street Parking Garage and the Joe Chillura Courthouse Square Park as well as providing security for the regularly scheduled Board of County Commission meetings which are usually held in the County Center building. Walk-through metal detectors (magnetometers), hand-held magnetometers and x-ray machines are also in use. Nighttime and weekend duties focus more on internal and external security checks and patrolling the parking garage.

Posts for the County Center Complex, the Courthouse Complex – Tampa and the Plant City Courthouse will require 64 Security Officers for a total of 2,359 billable hours per week. Security at these locations is under the command of the Department of Detention Services, Court Operations Division.

Refer to EXHIBIT A - *Staffing Schedule* for additional details.

8. **CONTRACTOR REQUIREMENTS:** The Contractor will be a Class “B” licensed security agency whose managers also meet the State of Florida licensing requirements. The Contractor shall be solely responsible for the recruitment, hiring, training, supervising, discharging, and compensation of all employees. Nothing in this solicitation or ensuing contract will intend to create or imply an employment relationship between the HCSO and any Security Officer or Supervisor.
9. **CONTRACTOR MANAGEMENT PERSONNEL:** The Contractor will assign one (1) Contract Manager (or no more than one (1) for each security operation if necessary), who shall be a Security Officer, and has the authority to act on behalf of the Contractor and who will be the direct contact for the respective Division Commanders or their designees.

Said Contract Manager(s) shall maintain open communication with HCSO Division Commanders, carry out disciplinary procedures, provide reports as required, and hold regularly scheduled meetings with HCSO personnel to identify any current or potential issues, implement remedial plans, and actively cooperate in all matters pertaining to this Contract.
10. **SECURITY OFFICER QUALIFICATIONS:** Three (3) classifications of Security Officers will be required: unarmed, armed, and supervisory. All Security Officers will hold either a current Class "D" or Class "G" State of Florida license and will be direct employees of the licensed security

agency, which will become the Contractor as a result of the award for this solicitation. Security Officers shall have met all the qualifications to become licensed by the State of Florida, i.e. be at least 21 years old, have a high school diploma or GED, have successfully completed State approved Security Officer training (and additional firearms training for Class "G" license holders), have never been convicted of a felony, adjudicated incompetent, or been committed to a mental institution or have a history of drug or alcohol abuse. Security Officers will be physically fit (not assigned to "light duty"), of stable mental and emotional health, present a professional appearance and attitude, be able to calmly handle emergencies, remain alert, be cooperative, respectful of and able to communicate with the public in the English language.

The HCSO will require that all armed Security Officers assigned to any Courthouse Complex - Tampa, Plant City Courthouse, or the County Center Complex Post have education and/or meaningful and verifiable work experience through one or more of the following:

- a) Former Law Enforcement Officer.
- b) Former Corrections Officer.
- c) Former Federal Agency Officer.
- d) Retired Military (20 or more years).
- e) Military service with specialized training.
- f) Criminal Justice Degree (Associate or higher) with demonstrated experience in the carrying and use of a firearm in a work-related environment.
- g) Police Academy Graduate.
- h) Five (5) years of continuous experience working on the HCSO account. Requires the approval of the HCSO Court Operations Division Commander.

In addition, it is preferred that all Security Officers have a minimum of one (1) year security experience.

All applicants for Security Officer positions will be subject to a criminal background check and clearance by the HCSO. The HCSO will perform the background checks at no cost to the Contractor. The Contractor will provide to the HCSO the following employee information prior to beginning on-the-job training:

- a) Letter from Contractor identifying Security Officer and post to be filled.
- b) Copy of Contractor's employment application to include name, address, date of birth.
- c) Florida Driver's license number.
- d) Florida Class "D" or Class "G" license number.
- e) Previous Civilian Security-related, Military or Law Enforcement experience.
- f) Training locations and completion dates – including names of police academies, colleges, universities, etc.
- g) Background check from a licensed third party to be completed annually.

11. TRAINING AND POST ORDERS: Each Post or position will have very specific written set of Post Orders detailing the duties and responsibilities of that Post. All Security Officers must be fully trained in the duties of the Post to which they are assigned based on the Post Orders. The Contractor will be responsible for developing training program for each Post. The Contractor's training materials and procedures will be submitted to the Division Commander or his designee for approval before implementation. At a minimum, the Contractor will provide each new

employee 16 hours on the job training per Post. The Contractor may also offer in-service training and career advancement training opportunities. The Contractor will pay for all initial, on the job, and in-service training.

Each Security Officer must also be trained in CPR/First Aid.

The Contractor will be expected to provide well defined operational policies and procedures based on the State of Florida Division of Licensing requirements, the Contractor's Policy and Procedure manual, and the HCSO Standard Operating Procedures and Post Orders. It will be the Contractor's responsibility having received notice of any changes to these policies and procedures or Post Orders to convey the same and provide training if necessary to the HCSO assigned Security Officers.

The Contractor may be required to conduct COVID-19-related screenings, to include temperature readings, in addition to any other safety precautions directed by the HCSO that are required by executive orders, recommended by public health agencies, or otherwise deemed to be in the best interest of the Public.

12. REQUIRED STAFFING: Post locations, type of personnel required, and schedule for Courthouse Complex – Tampa, Plant City Courthouse, and County Center Complex are provided in EXHIBIT A - *Staffing Schedule*. All Proposal Responses should be based on the minimum staffing requirements presented in EXHIBIT A. The Contractor will ensure that Post coverage will be maintained at all times by having sufficient, trained, and approved back up Security Officers to cover for scheduled and unscheduled time off. There should be consistency in assigned staff in order to develop experienced individuals. There should also be adequate cross-training in Post duties. Part time assignments should be minimized in order to retain qualified and satisfied employees.
13. EQUIPMENT, UNIFORMS AND FACILITIES: All Security Officers must be uniformed as per the provision of §493.6305, Fla. Stat. Uniforms will **not** be provided by the HCSO. The Contractor will provide and maintain any personal transportation or motorized vehicle(s) that may be required by a Post.

The HCSO will provide:

- a) Security access control and identification badges for all approved Security Officers.
- b) Two-way radios. Security personnel will communicate on the same channel as the HCSO Deputies while on duty. The Contractor will reimburse the HCSO for loss or damage to a radio not caused by actions of the job.
- c) Maintenance, repair or replacement of all security scanning and x-ray equipment as well as closed circuit cameras, access door controls, alarms etc.
- d) Office furniture or office space is provided where required, along with break areas, squad rooms and locker rooms.
 - a. There is an office available at 700 East Twiggs Street and has an active phone and internet line.
- e) The Contractor will be responsible for providing computer equipment at the Courthouse Complex.

14. SECURITY OFFICER REGULATIONS: Security Officer Regulation of Professions and Occupations can be found in Chapter 493, Florida Statutes.

The HCSO may prohibit entry to any secure facility, or remove therefrom, any Contractor employee who does not perform their duties in a professional manner. The HCSO also reserves the right to search any person, property, or article entering or leaving its facilities or the facilities for which security is the express responsibility of the HCSO.

When a Security Officer resigns or is discharged from their employment with the Contractor, the Contractor shall immediately notify the respective Division Commander or designee, ensure return of security access control and/or identification badges and any radio equipment issued by the HCSO.

15. RISK MANAGEMENT: The Proposer shall describe in the Proposal Response how management interprets the risk and liability involved in providing this service and what steps the company takes to reduce and eliminate such risk.

A list of any significant claims or lawsuits pending against the company and the nature of the same are required to be submitted in the Proposal Response. Additionally, a summary description of all significant claims or lawsuits resolved over the past three (3) years is also required to be submitted and must include explanations of each outcome.

16. PERFORMANCE EVALUATION AND DISCIPLINARY ACTION: The majority of the Security Officers assigned to this program will be in direct contact with the public on a continual basis. The HCSO is interested in any part of the Proposer's training program(s) which addresses dealing with the public as well as the company policy for handling complaints from the public regarding your employee's performance or behavior.

17. REPORTING: The Contractor will be required to maintain daily personnel attendance logs/time sheets which shall be made available to the respective Division Commanders as requested and which shall be the basis of monthly invoicing. The status of vacant Posts, overtime reports and other billing issues will be provided weekly. The respective Division Commander will receive a full written report of any incident resulting in a breach of security or endangerment or harm to any individual or damage to any structure or equipment.

Different Posts will have specific functions requiring reports related to recording equipment meter reading, visitor log in sheets, security checks, etc. as described in Post Orders.

18. SERVICE CONTINUITY: The security guard services shall be continuous, regardless of weather, disaster, and/or threatened or actual organized labor actions.
19. EMERGENCY/DISASTER SERVICES: The HCSO may request additional manpower to cover emergency/disaster services for response to such events as terrorist threat, riots, strikes or natural disasters and acts of God. The HCSO Continuity of Operations Plan would include and require the Security Services Contractor to work with law enforcement's plan to maintain order and to reinstate normal public service function as quickly as possible. This may require additional personnel or reorganization of personnel or relocation of services. The Contractor will be

expected to support and comply with all law enforcement requests during such events to the best of their ability and in mutual dedication to the public good.

20. HOURLY BILLING RATES: The HCSO will pay for services rendered at the hourly billing rates for the three (3) classifications of Security Officers (armed, unarmed, supervisory) based on the information in EXHIBIT A. Proposed hourly billing rates will be presented in *Proposal Response* (PART D). Rates will include straight time and overtime/holiday for each position eligible. Rates will also be shown by location.

Straight time billing will be used for all hours as contracted in this solicitation or as permanently added to the contract in the future. Overtime rates will apply only as pre-approved by the respective Division Commander or designee. Overtime rates will apply to HCSO holidays as posted on the HCSO website.

Hourly billing rates are to remain constant during the initial contract term. Refer to *Special Provisions*, PART B – Paragraph 20 Escalation/De-escalation, for terms involving billing rate changes.

21. ESCALATION/DE-ESCALATION: Hourly billing rates are to remain constant during the initial contract term. Escalation or de-escalation of the hourly billing rates will be considered only in terms of a change mandated by law affecting payroll taxes, licensing fees or minimum wage requirements. Written notice and documentation of such changes must be presented to and accepted by the HCSO a minimum of 60 calendar days prior to the effective date of the change.

An annual cost of living review will be allowed at the contract renewal date. Documentation substantiating an increase in labor rates will be provided based on the Bureau of Labor Statistics Employment Cost Index for Total Compensation, for Civilian Workers, by Occupational Group and Industry (Table 4) for Service-providing Industries. The base labor index will be from a month within 60 days prior to renewal date. The maximum allowable increase will be 2.5% of the base labor index.

22. ADD/DELETE: The basis of this Contract will be the hourly rates per type of position and the performance of the Contractor and the assigned personnel of the Contractor. Changes in the number of personnel required by the HCSO or the number of locations served will not affect the hourly labor rates. Any increase or decrease to staffing requirements, addition or deletion of locations, or change to the procedural orders for a Post will be determined by the respective Division Commanders, set forth in the Post Orders and staffing requirements, and handled directly with the Contract Manager(s) and a Change Order completed if necessary.
23. PROCESSING CHANGE ORDERS: Any changes which result in an increase or decrease to the Contract's hourly billing rate, must be based on the labor index. Any increase or decrease to staffing requirements, or any addition or deletion of locations will be determined by the respective Division Commanders. These changes will be processed as a Change Order to the Contract. Any such changes will not invalidate this Contract. Change Orders will be dated and sequentially numbered.

Change Orders will be submitted in writing and shall include the HCSO or the Contractor's detail of the service changes or circumstances surrounding the request and the Contractor's written quote representing an increase, decrease or no change to the contract sum. The resulting Change Order Request will be submitted by the Contractor to the Division Commander for approval by the CFO.

Any changes in the contract sum will be reflected on an amended purchase order as requested by the Division Commander and as approved by the CFO. A copy of the amended purchase order will be provided to the Contractor.

Failure to follow Change Order instructions will result in the HCSO refusal to pay a change to the Contract Sum.

Requests for estimates for possible changes are not to be considered Change Orders or authorization to proceed with the proposed changes. Requests from the HCSO for quotes regarding new Work not included in the original scope will not constitute a Change Order to this Contract.

24. DEDUCTIONS FOR NON-CONFORMANCE: Failure of the Contractor to provide or perform the services required may result in written notice from the HCSO of a monetary assessment against the Contractor. The assessed amounts to be deducted against current or future invoices will apply to the following infractions for each occurrence and each day the occurrence remains uncorrected:
- a) \$1,000 - Security Officer's failure to detect a firearm or replica firearm that was clearly apparent on x-ray or alerted by metal detector.
 - b) \$500 -
 - i. Improperly licensed or untrained Security Officer assigned to a Post.
 - ii. Contractor's failure to fully staff a shift.
 - iii. Each Security Officer missing from a Post equals one (1) occurrence.
 - c) \$250 -
 - i. Failure to maintain trained back up Security Officers.
 - ii. Improperly uniformed Security Officer reports for Duty.
 - iii. Failure to follow Policy and Procedures, Post Orders, or special orders.
 - iv. Failure to provide or possess required equipment.
25. COMMENCEMENT & TRANSITION: Security Services are currently provided by Allied Universal Security Services, LP. Should a new Contractor be awarded the Contract, the HCSO will require complete coordination between the Awarded Contractor and Allied Universal Security Services, LP to facilitate a smooth transition and prevent any service interruption. The Awarded Contractor will be responsible for coordinating with the HCSO and Allied Universal Security Services, LP to ensure that the Awarded Contractor's personnel are properly trained prior to commencement. The training shall be at the expense of the Awarded Contractor. Should the Awarded Contractor's transition plan include hiring and retaining of Security Officers working for Allied Universal Security Services, LP, describe how the transition will be handled and if benefits and accrued leave for those persons would be addressed.

PART D - SUBMITTAL RESPONSE

The undersigned understands that this Submittal Package **must be signed in ink** and that an **unsigned** Submittal Package will be considered nonresponsive and subject to rejection by HCSO. **The undersigned must be an Officer of the Proposer, or a designated agent empowered to bind the Proposer in Contract.**

The undersigned, by the signature evidenced represents that the Proposer accepts the terms, conditions, provisions, mandates, and other conditions of the foregoing General Terms and Conditions (PART A), Special Provisions (PART B) and Scope of Services / Technical Specifications (PART C), said documents being the strict basis upon which the said Proposer makes this submittal.

► USE INK ONLY ◀

All the following information must be here upon given for this submittal package to be considered by the HCSO.

1. **PRESENTATION OF SERVICES:** The undersigned has carefully examined the Submittal Package and all conditions affecting the professional services required by the HCSO.

The undersigned certifies that all Special Provisions (Part B) are as requested. The undersigned also understands that any exceptions presented after the award may be cause for removal from the pre-qualified Proposer list.

We hereby propose to furnish the professional services described herein in accordance with the Submittal Package.

Proposal Submitted By:

2. **EXCEPTIONS:** The following represents every deviation (itemized by number) to the foregoing GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF WORK / TECHNICAL SPECIFICATIONS (PART C) or ATTACHMENT 1, *Draft Contract Award Agreement*, upon which this Proposal Package is based, to wit:

3. **NARRATIVES AND DOCUMENTATION:** Proposal evaluation will be conducted in reference to the needs of the HCSO and in relation to other Proposal Responses. Therefore, it is important to maintain the organization of your Proposal Response as indicated below so the evaluators may easily locate the required documents. Include narratives and other supporting documentation, as appropriate.

The listing below refers to PROPOSAL RESPONSE SECTION COVER PAGES which have been provided on the following pages and which correspond directly to the Evaluation Criteria outlined in PART B:

- a) X-ray screening and magnetometer training and procedures;
- b) Personnel – Recruiting, Qualifying and Training;
- c) Hourly billing and pay rates;
- d) Ability to identify/detect firearms and other weapons during security screening process;
- e) Personnel – Attracting and retaining;
- f) Company overview; and
- g) Transition plan.

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X-Ray Screening and Magnetometer Training and Procedures (Part D.3.a)

20 Points

Documents:

- Training syllabus and materials regarding x-ray screening and magnetometer use.
- Resumes of Trainers.

Narrative:

- Describe the experience the company has in x-ray scanning and magnetometer use by listing other locations where the company is currently performing this service and the volume of traffic handled.
- Describe the company's training in the area of x-ray screening and use of magnetometers.
 - i. How is the training conducted?
 - ii. How many hours are dedicated?
 - iii. What are the qualifications of the trainers?
 - iv. If company experience is limited in the area of x-ray and magnetometer use, provide a detailed explanation of the plan to develop and maintain a large operation with significant and ongoing screening requirements.

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Personnel – Recruiting, Qualifying and Training (Part D.3.b)

20 Points

Documents:

- Recruitment literature.
- Training Syllabus or printed materials.

Narrative:

- Describe the company's policies regarding the following:
 - i. Describe the company's qualification process for a Security Officer.
 - ii. Describe the methods used by the company to recruit Security Officer personnel.
 - iii. Describe the company's basic training program to include how to deal with the public.
 - iv. Describe the company's policy for handling complaints from the public.
 - v. Describe the company's disciplinary procedures.
 - vi. Describe the company's employee performance evaluation program including evaluation frequency.
 - vii. Describe the frequency by which the company conducts background checks on Security Officers.

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Hourly Billing and Pay Rates (Part D.3.c)

20 Points

Proposers must download and complete EXHIBIT B - *Pricing Matrix*. EXHIBIT B is posted to the website in conjunction with the RFP's EXHIBIT A - *Staffing Schedule*, and all associated Proposal documents.

EXHIBIT B - *Pricing Matrix* consists of:

CHART 1: Proposers must enter the hourly, straight time billing rates by position as indicated. The annual cost by location will automatically calculate. Allowances for holiday rates must **not** be included on CHART 1.

CHART 2: Proposers must enter minimum hourly wage paid to employees and hourly overtime/holiday billing rates by position.

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**Ability to Identify/Detect Firearms and Other
Weapons During Screening Process (Part D.3.d)**

10 Points

Documents:

- Provide written policy for addressing Security Officers who fail to detect weapons in the screening process.
- Provide statistics on success and failure rates.

Narrative:

- Describe the company's experience and history with identifying and detecting weapons by use of x-ray screening equipment and magnetometers.
- Provide statistics and elaborate on the company's actual success or failure rate at detecting weapons in actual security operations.
- Explain how the company would address Security Officers who fail to detect weapons in either simulated situations or actual events.

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Personnel - Attracting and Retaining (Part D.3.e)

10 Points

Documents:

- Personnel and Benefits Manual.
- Disciplinary Procedures.

Narrative:

- Provide the company's pay scale for armed, unarmed Security Officers and Supervisors; see EXHIBIT B – *Pricing Matrix*, CHART 2.
- Describe all benefits offered to Security Officer employees to include, but not limited to, the following:
 - i. Uniforms and duty gear provided;
 - ii. Reimbursement of parking costs;
 - iii. Type(s) of insurance coverage available and related cost;
 - iv. Type(s) of paid leave available and basis on which it is earned.
- Provide the statistics on employee turnover rates by position.
- Describe advancement opportunities within the company and process by which an employee becomes eligible or qualifies.
- Describe the company's methods of retaining employees.
- Describe employee recognition and incentive programs, if offered.

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Company Overview (Part D.3.f)

10 Points

Documents:

- Financial statements (preferably audited).
- State of Florida and Class “B” Licensing.
- Company policy for handling complaints.
- Risk Management – how management interprets the risk and liability involved in providing this service and what steps the company takes to reduce and eliminate such risk; a summary description of all significant claims or lawsuits resolved over the past three (3) years is also required to be submitted and must include explanations of each outcome.
- APPENDIX I – *SUPPLIER APPLICATION PACKET*
- APPENDIX III - *REFERENCES* - Security Services.

Narrative:

- Demonstrate corporate, financial, and organizational capability and support:
 - i. Company history and philosophy.
 - ii. Years in business.
 - iii. Mission statement.
 - iv. Principal stakeholders.
 - v. Corporate and local organizational structure.
 - vi. Locations where the Company performs similar services.
 - vii. Current number of Security Officers employed.
 - viii. Risk Management – Interpretation of responsibility to include steps to eliminate risk.

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Transition Plan (Part D.3.g)

10 Points

Documents:

- Transition Plan.

Narrative:

- Provide detailed information concerning the company's plan to facilitate a smooth transition and prevent any service interruption.
- Provide details concerning whether the company plans to hire/retain Security Officers working for the current provider and how this process will be handled.
 - Describe how benefits and accrued leave will be handled for any retained Security Officers.
- Identity the company's existing corporate and/or local management resources and explain how those resources, if any, would facilitate a smooth transition.

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SIGNATURE OF AFFIRMATION AND DECLARATION:

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

The below named Proposer affirms and declares:

- a. That this Submittal Package is made without any understanding, agreement, or connection with any other person, Proposer, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
- b. That the Proposer 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;
- c. 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 Proposal Package; 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 Submittal shall remain open for 180 days following the opening of Proposals per General Terms and Conditions (PART A) paragraph 4, *Time for Consideration*.

Respectfully submitted by,

Company Name

Company Officer Name (printed)

Date

Company Officer Signature

Title

RFP CHECKLIST

Company Name: _____

Include this checklist as a cover page with your Submittal Package:

- ☐ Submitted Letter of Intent by October 6, 2025, 3:00 PM EST.
- ☐ One (1) original physical submittal package **or** One (1) complete set of electronic file(s) submitted through Euna OpenBids. If any proprietary information is included in the proposal, it must be clearly marked in the original. A separate redacted copy, with proprietary content removed or obscured, must also be submitted in addition to the original.
- ☐ SIGNATURES required on PARTS A and D
- ☐ Any Addenda or Amendments (Signatures required).
- ☐ APPENDIX I – Completed *Supplier Application 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 III – *References*, to be included in Response (Part D.3.g).
- ☐ EXHIBIT B - *Pricing Matrix* consists of:

CHART 1: Proposers must enter the hourly, straight time billing rates by position as indicated. The annual cost by location will automatically calculate. Allowances for holiday rates must **not** be included on CHART 1.

CHART 2: Proposers must enter minimum hourly wage paid to employees and hourly overtime/holiday billing rates by position.

****Proposers 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 any physically-sealed Submittal Packages.

Use this label which clearly marks the RFP Number and Title and return to the specified address no later than the proposal due date and time.

URGENT – SEALED SUBMITTAL PACKAGE ENCLOSED		
URGENT	<p>HILLSBOROUGH COUNTY SHERIFF’S OFFICE SHERIFF’S OPERATIONS CENTER ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION 2008 EAST 8TH AVE TAMPA FL 33605</p> <p><u>RFP PACKAGE SUBMITTAL</u></p> <p>From: _____</p> <p>RFP # 2025-016</p> <p>COURTHOUSE SECURITY</p> <p>OPENING DATE/TIME: October 16, 2025 3:00 PM EST</p>	URGENT

END OF PART D