

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

REQUEST FOR QUALIFICATIONS
2023-004

ROOFING SERVICES

3/9/2023

**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 ROOFING CONTRACTORS

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 Roofing Contractor (RC) must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and SUBMITTAL RESPONSE (PART D). Any questions concerning this Request for Qualifications (RFQ) should be directed to the Buyers whose names appear above.

When awarded, the Submittal Package becomes the "**Agreement Document**". The RC's signature on the SUBMITTAL RESPONSE (PART D), constitutes RC's agreement to the terms therein. The signature on the Submittal Package must be that of an Officer of the RC, or an individual authorized to commit the RC to a legal and binding agreement. **READ THE ENTIRE SUBMITTAL PACKAGE CAREFULLY BEFORE SIGNING.**

NOTICE TO ROOFING CONTRACTORS

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

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

SUBJECT: Request for Qualifications 2023-004

RFQ TITLE: Roofing Services

PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO, OSD and MBE/SBE Websites	March 9, 2023
DEADLINE TO SUBMIT QUESTIONS	March 23, 2023
DEADLINE TO SUBMIT / NON-PUBLIC OPENING	April 6, 2023 2:00 PM EST
Award Notification Target Date	April 20, 2023

2025 RE-OPENING SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	March 5, 2025
DEADLINE TO SUBMIT LETTER OF INTENT	April 15, 2025
DEADLINE TO SUBMIT / NON-PUBLIC OPENING	April 15, 2025 3:00 PM EST
Award Notification Target Date	April 29, 2025

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

NOTE: This is not a Bid. There will be no public Bid Opening. Qualification submissions received by the date and time stated herein will be reviewed and the list of acceptable RCs will be posted to our Public Website, <https://TeamHCSO.com>.

RFQ Overview: This request is for the provision of a Professional Services contract for Roofing Services to be utilized on future roofing efforts at various HCSO buildings, sites, and detention facilities. Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida, shall select multiple qualified RCs to be pre-qualified to provide Roofing Services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many RCs as are interested, to evaluate those responses, and to select the most qualified RCs. There is no Work guaranteed to any RC as a result of being selected. The HCSO reserves the right to contract for Roofing Services to the extent required for future projects.

PART A - GENERAL TERMS AND CONDITIONS

1. **SUBMITTALS**: Must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operations Center, Financial Services Division – Purchasing Section, 2008 East 8th Avenue, Tampa, FL 33605. **To prevent inadvertent opening, the Submittal must be marked as a SUBMITTAL PACKAGE (including the Submittal number, date, and time of opening) on the outside of the package.**

Electronic responses may be submitted through a secure mailbox at DemandStar (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and time.

If our specifications, when included, are not returned with your RFQ, and no specific reference is made to them in your SUBMITTAL RESPONSE (PART D), it will be assumed that all specifications will be met.

2. **SUBMITTAL DELIVERY**: The responsibility for delivering the Submittal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the RC. 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 RC shall be responsible for reading very carefully and understanding completely the requirements within this document. Submittals will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS**: The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a submittal.
4. **TIME FOR CONSIDERATION**: The RC warrants, by virtue of submitting, the contents quoted in their Response will be good for a review period of 60 calendar days from the date of RFQ opening unless otherwise stated. RCs will not be allowed to withdraw or modify their RFQ after the opening time and date.
5. **PRICES**: The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Qualified RCs upon request.

The RC's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this RFQ, and that all applicable taxes and fees shall be deemed to have been included in any subsequent project proposal(s) as part of the cost, when applicable.

6. **BID ERRORS**: Submittals having erasures or corrections must be initialed in ink by the RC.
7. **INFORMATION AND DESCRIPTIVE LITERATURE**: The RC must furnish all information requested in the Submittal. If specified, each RC 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 RC, and the HCSO in no way is liable or obligates itself for any cost incurred by the RC in preparing the Submittal Package.
9. NO PARTICIPATION: If you do not wish to submit a Response to the RFQ, 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.
10. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The RC certifies that all material/items contained in their Response meets all OSHA requirements.
11. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the RFQ and the resulting Agreement 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 RFQ and to the resulting Agreement. 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 RC’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 RC(s) agrees that it/they 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.

12. FAMILIARITY WITH LAW: The RC 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 RC will in no way relieve them from responsibility.
13. 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 agreement(s), when deemed to be in the best interest of the HCSO.
14. 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 agreement entered into as a result of this RFQ for each and every fiscal year following the fiscal year in which this Agreement is executed and entered into, and for which the Agreement 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 Agreement, 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 Agreement.

15. **PROTESTS:** Any RC who disputes the reasonableness or appropriateness of the Notice of Award, or Notice of Rejection, for any or all Submittal Package(s) 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 RC 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 RC in writing. This decision, and the basis upon which it was made, will be communicated to the RC within five (5) business days following the receipt of the recommendation from the Buyer. 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.
16. **INDEMNIFICATION:** The Awarded RC(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 therefrom, and (b) is cause in whole, or in part, by the act or omission of the Awarded RC, 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 RC, 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 RC or any Subcontractor under Workers' Compensation acts, disability benefit acts, or other employee benefit acts.

17. **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,

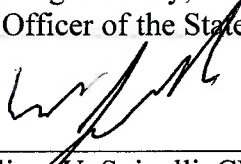
unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If a RC submits a proposal in response to this RFQ, the RC is certifying that §§287.132-.133, *Fla. Stats.*, do not restrict the RC's submission.

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

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

If the RC has questions regarding the application of Chapter 119, Florida Statutes, to the RC's duty to provide public records relating to this Agreement, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, (813) 247-0960 or at rec_request@hcsotampa.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 Submittal Package is attached.

Company Name

Company Officer Name (Printed) Title

Company Officer Signature Date

Note: This page must be returned with your Submittal Response. Each RC'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 RC or a designated agent empowered to bind the RC in contract.

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PART B - SPECIAL PROVISIONS

1. **CONTINGENT FEES PROHIBITED:** The RC warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the RC to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or RC, other than a bona fide employee working solely for the RC 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 RFQ are to be directed, in writing, to the Buyers as listed on page two (2), *Instructions to RCs*. No communication is allowed, either directly or indirectly, with any other HCSO employee regarding this RFQ prior to the Notice of Award.

In the interest of public access, all documents relating to this RFQ will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing>. 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. **THE SUPPLIER PACKET:** The completed APPENDIX I must be returned with your RFQ Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s). RCs can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers' Compensation must also be included. ACH is the approved method of payment, and APPENDIX I 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 will cause submission to be deemed unresponsive.
4. **ROOFING SERVICES QUALIFICATIONS:** The completed ATTACHMENT A must be returned with your RFQ Response and is required to be updated on an annual basis of Agreement Period. A blank ATTACHMENT A will be provided by HCSO to Awarded RCs prior to the end of each year of the Agreement Period. HCSO reserves the right to publicly solicit additional Qualification Submittals with regards to this RFQ at any time prior to the end of the Agreement Period.
5. **CERTIFICATE OF INSURANCE:** No Work shall commence in connection with this Agreement until the Awarded RC and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the RCs 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 60 calendar days of cancellation, non-renewal, or change in the insurance coverage.

- a. Workers' Compensation Insurance: Workers' 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 RC shall require the Subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Awarded RC. Such insurance shall comply fully with the Florida Workers' Compensation Law. In case any hazardous Work under this Agreement at the site of the project is not protected under the Workers' Compensation statute, the Awarded RC shall provide, and cause each Subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

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

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

Comprehensive General	\$300,000 bodily injury and property damage
Automobile	\$300,000 bodily injury and property damage

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

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

- d. Comprehensive Insurance Coverage: Comprehensive General Liability and Automobile Liability Insurance which shall protect the RC from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Agreement, whether such operations be by the RC or by anyone directly or indirectly employed by the RC. The minimum amounts of such insurance shall 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 bodily injury and property damage
Garage Liability	\$1,000,000 per occurrence
Garage Keepers Liability	\$100,000 collision and comprehensive per vehicle

6. E-VERIFY REQUIREMENT: Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded RC(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 RC(s) enters into a contract with a Subcontractor, the Subcontractor must provide the Awarded RC(s) with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded RC(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 RC(s) has knowingly violated §448.09(1), *Fla. Stat.*, the Agreement will be terminated. If the Sheriff has a good faith belief that a Subcontractor knowingly violated this subsection, but the Awarded RC(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded RC(s) and order the Awarded RC(s) to immediately terminate the contract with the Subcontractor. Termination of any and all contracts and/or sub-contracts as provided above, does not constitute a breach of contract and may not be considered as such. If the Sheriff terminates an Agreement with an Awarded RC(s) as provided above, the Awarded RC(s) may not be awarded any Agreement for at least one (1) year after the date on which the Agreement was terminated. The Awarded RC(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of an Agreement.
7. PREPARATION AND SUBMITTAL PACKAGE: Submittals shall be signed in ink by an authorized principle of the RC. Signatures are required for the acknowledgement to the GENERAL TERMS AND CONDITIONS (PART A) and a SIGNATURE OF AFFIRMATION TO THE SUBMITTAL RESPONSE (PART D). All attachments to the RFQ requiring signature acknowledgement (e.g. amendments) are to be returned with the Submittal Package.

Submittals are to be delivered in a sealed package. The face of the package shall indicate the RFQ name, number, and time and date of the opening. A label is provided within this document.

Submittals must be received by the HCSO Purchasing Section no later than the time and date shown herein. RCs mailing their Submittals should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the Submittals. Submittals or unsolicited amendments to Submittals, received by the HCSO after the acceptance date will not be considered.

RCs shall submit the required Submittal Package and any additional literature or attachments in the form of one (1) original document package. Any proprietary information should be marked as such on the original and a redacted copy should be included separate from the rest of the Submittal.

- Physical submitted Bids must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operation Center, Financial Services Division – Purchasing Section, 2008 East Eighth Avenue, Tampa Florida 33605. To prevent inadvertent opening, the Bid must be marked as a BID DOCUMENT (including the Bid number, Date, and Time of Bid Opening) on the outermost envelope or packaging material – See 5.8 Packaging Label.
- Electronic bids may be submitted through a secure mailbox at DemandStar (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and

time.

The HCSO reserves the right to postpone the date for receipt and opening of Submittals or other deadlines and will make a reasonable effort to give at least five (5) calendar days' notice of any such postponement to each prospective RC.

Submittals will be reviewed by multiple HCSO personnel. Failure to submit all required items in the manner specified may result in the RC's Submittal being disqualified. RC's selections to a pre-qualified list will be substantiated by supportive comments by each Reviewer. Each Reviewer will independently read all eligible Submittals with the exception of any pricing or rate schedules included, if applicable. Any clarifications requested by a Reviewer will be presented to the RC through the Buyer. When all reviews are complete, the Buyer will create an initial selection matrix indicating the group's collective pre-qualified list of RCs.

8. REVIEW OF SUBMITTALS: Initially, all Submittals will be reviewed to determine if the RC is both responsive in terms of the completeness of the Submittal Package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Submittals determined to be deficient in either responsiveness or responsibility may be rejected without further review.

For RCs to be considered responsive, offerors must meet these minimum requirements:

- a. Complete and return Submittal Package in a concise, well-organized platform, including all requested and/or required materials, by the date and time listed herein.
- b. Complete and return Supplier Application Packet, in its entirety, regardless of applicant status.
- c. W-9 verifies with the Internal Revenue Service (IRS).
- d. The RC, Contractor, or listed Subcontractor(s) are not Convicted, Excluded or Suspended by the Florida Department of Management Services.

A RC's failure to meet these minimum requirements will cause their Response to be considered non-responsive and rejected.

In the determination of the evidence of responsibility and ability to perform the Services, the HCSO reserves the right to evaluate the financial condition, experience record, personnel, facilities, and organization of the RC. The HCSO shall determine whether the evidence of responsibility and ability to perform is deemed satisfactory. The HCSO reserves the right to reject a Submittal when evidence indicates the inability to perform the Services specified within the RFQ.

9. ORAL PRESENTATION/TELEPHONE DISCUSSIONS: HCSO intends to pre-qualify multiple RCs for this RFQ. Oral Presentations by the RCs will not be required for this RFQ. Telephone Discussions may be held with each of the pre-qualified RCs.

10. SUBCONTRACTING: The Awarded RC(s) may not sublet or subcontract any of the contractual obligations concerning this RFQ matter except as provided for in the written Agreement between the HCSO and Awarded RC(s). This statement prohibits subcontracting overall management obligations pertaining to the Work and requires the Awarded RC(s) to retain ultimate liability for all contractual obligations.
11. CONFLICT OF INTEREST: The RC 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.
12. AWARD: To be awarded as a RC on HCSO's pre-qualified list, RC must be responsive, responsible and meet or exceed the minimum specifications listed herein. Award may be made to more than one (1) RC.
 - a. Award will be dependent upon the determination that the Submittal Package(s) is responsive, RCs are responsible, and review of criteria stated in the Submittal Package(s) and any other provided information is deemed relevant and beneficial. Submittal Packages and RCs determined to be deficient in either responsiveness or responsibility may be rejected without further review. Tabulation of the RFQ Responses will be published at the time of Award.
 - i. To be responsive, Submittals must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in SPECIAL PROVISIONS (PART B).
 - ii. Responsible RCs have appropriate financial, organizational, and operational capacity and controls; appropriate legal authority to do business in Hillsborough County, Florida; a satisfactory record of integrity; and an acceptable performance record on past contracts.
 - b. Notification of Award will be sent to the RC(s) receiving the Award. RFQ results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
13. RFQ OPENING: There will be no public or recorded opening. Submittal Packages received by the date and time stated herein will be reviewed, and acceptable RCs will be marked for Award on a tabulation sheet that will then be posted to the HCSO website: <https://TeamHCSO.com/Purchasing>.
 - a. Submittal Packages must be received by the HCSO Purchasing Section no later than the date and time shown within this Submittal Package. RCs mailing their Submittal Packages should allow for normal mail time to ensure receipt by HCSO prior to the date and time fixed for the

acceptance of the RFQs. Submittal Packages or unsolicited amendments to submissions received by the HCSO after the acceptance date and time will not be considered.

- b. 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 RC.
 - c. It is understood and agreed upon by the RC 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 review concerns about competing. Information released after Award is subject to the disclosure requirements of the Chapter 119, *Florida Statutes*. RCs are enjoined from discussing or disclosing the content of any Submittal Package with competing RCs during the review or negotiation process.
14. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Submittal Responses, for cause, to waive irregularities, if any, and to accept the Submittal Response (or Responses) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to review, add, and/or reject any items from any RFQ options or resulting Contract(s) and/or Agreement(s), when deemed to be in the best interest of the HCSO.
 15. AGREEMENT PERIOD: The resulting Awards from this RFQ may be effective for five (5) years from the date of Award. ATTACHMENT A, *Roofing Services Qualifications*, is required to be updated and returned to the Buyer herein on an annual basis from the date of Award. HCSO reserves the right to solicit additional Submittals to this RFQ, utilizing a public posting, for consideration of the remainder of the Agreement Period.
 16. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this RFQ or resulting Agreement(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the RFQ will be considered amendments. Any additions or deletions to the 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 RC's (or RCs') 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 RFQ tabulation/price sheet.
 17. CANCELATION: When deemed to be in the best interest of the HCSO, any Agreement(s) resulting from this RFQ may be canceled by the following means:
 - a. 10 calendar days' written notice with cause, or
 - b. 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Agreement without cause, all items and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses is forwarded with the request for payment.

18. ASSIGNMENT: The Awarded RC(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 or filing for bankruptcy or reorganization shall be considered an assignment.
19. 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 RC(s) upon non-performance or violation of Agreement terms. An Award may be made to the next best responsive Submittal Package and responsible RC based on review, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded RC(s) to deliver items within the time stipulated in this RFQ, unless extended in writing by the Financial Services Division, shall constitute an Agreement default. Awarded RC(s) who default on Agreements may be removed from the HCSO Supplier List and determined ineligible for future Contracts and/or Agreements, at the discretion of the CFO.
20. 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.
21. INVOICING AND PAYMENTS: The RC will invoice the HCSO for Work as completed. At a minimum, an invoice shall include the work site address, description of Work completed or list of goods received, and the Purchase Order number. Applications for payment will be required for partial payments or progress payments, and are acceptable in lieu of an invoice, if numbered. All applications for partial payment shall be accompanied by a schedule of values and indicate the percentage of Work completed as of the application date.

All progress payments will be subject to retainer. Projects with total cost of \$200,000 or less will be subject to 10 percent retainer. Projects with total cost greater than \$200,000 will be subject to 5 percent retainer. Approval for payment of the final invoice and release of the retainer shall be subject to the final project inspection and acceptance by the Project Manager. The retained amount should **not** be included on the final invoice but should be requested separately.

It is a requirement of the HCSO to have the Roofing Services Manager and Project Manager review and approve all applications for payment and invoices prior to the HCSO remitting payment.

Applications for payment should be accompanied by Waivers of Lien from the RC, all Subcontractors and all suppliers of equipment and materials. Payments may not be considered without these documents.

Invoices shall be e-mailed to AccountsPayable@HCSO.tampa.fl.us.

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment. Please inquire at (813) 247-8276 or AccountsPayable@HCSO.tampa.fl.us.

Payment shall be made in accordance with Chapter 218, Part VII, *Florida Statutes*, which states the RC's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case

shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

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

- a. Defective Work not corrected.
- b. Failure of the RC 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.

22. GOVERNMENTAL PURCHASING COUNCILS: All Responses received shall be considered as Submittal Packages to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Council (GPC), as listed below. Said members may, at their discretion, utilize this RFQ as required.

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

23. **ELIGIBLE AGENCIES:** Any members, current or future, of the Hillsborough County and Tampa Bay Area Government Purchasing Councils (GPC) may utilize HCSO's competitively awarded contracts, even if the members are not listed in the solicitation documents. All agencies will issue their own purchase orders, issue payments, and coordinate the service locations with Awarded RC as required.

All other eligible agencies, as defined by Florida Administrative Code Rule 60A-1.001, may also utilize HCSO's contracts at the Awarded RC's discretion.

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PART C - SCOPE OF SERVICES

1. **IN GENERAL:** This is a Request for Qualifications (RFQ) for the provision of Roofing Services for various HCSO buildings, sites, and detention facilities. Multiple RCs will be selected to provide Roofing Services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many RCs as are interested, to review those responses, and to select the multiple Qualified RCs. There is no Work guaranteed to any RC as a result of being selected. The HCSO reserves the right to contract for Roofing Services to the extent required for future projects.

2. **SCOPE OF SERVICES, SCOPE OF WORK:** RCs shall meet the following minimum requirements and submit the following information in their Submittal:
 - a. **Licensing:** RC shall be licensed by state and county agencies which have jurisdiction over the type of Work performed and shall be, at the time of Submittal and throughout the term of any potential future contract, a Certified Roofing Contractor in the State of Florida. Copies of all such licenses must be included in Submittal and updated annually.

 - b. **Roofing Systems:** RC shall have knowledge and experience on all types of roofing systems, including but not limited to, build-ups, modified, shingle, metal and asphalt, and those listed in ATTACHMENT B – LIST OF HCSO ROOF TYPES.

 - c. **Similar Services:** RC shall have been successfully engaged in providing similar services of governmental or commercial roof inspection, installation, maintenance, repair, and replacement as its primary business within the last five (5) years, of which at least one (1) reference must be from a local government with satisfactory performance. RC shall provide details for references to include agency name and contact information, location, term, and scope of work. RC shall also submit the same information for any contracts for similar services, during the same time period, which were terminated for cause/default.

 - d. **Availability/Response Time:** RC shall submit a description with timeline of their proposed procedures for: 1) receiving and dispatching service work orders for all maintenance services to include emergency and scheduled maintenance, 2) receiving and dispatching service work orders for all repair services to include emergency and scheduled repairs, and 3) performing an inspection rotation for all buildings listed in Attachment B.

 - e. **Service Capacity:** RC must have a minimum of 10 service trucks on the road and a minimum of 20 qualified (background checked) roofers to service the HCSO in case of an emergency or natural disaster. RC shall submit a list of trucks and service equipment in their fleet to include make, model, and year.

 - f. **Permits:** RC shall provide all necessary documentation to obtain permits prior to beginning any work. It is the RC's responsibility to ensure payment is made for any permitting costs and to ensure all necessary inspections are scheduled and completed prior to the completion of the work.

The Awarded RC's must be willing to provide reasonable proposals within short time frames and be prepared to commence and complete Work as agreed upon by the individual project schedule. The actual Scope of Services will be negotiated by individual projects or services on a case-by-case basis.

The Awarded RC's must be prepared to perform Work within HCSO's buildings, sites, and detention facilities.

Work shall conform to all requirements of the HCSO and the applicable codes and ordinances of the authorities having jurisdiction. The scope may expand to include services necessary for the completion of the project.

3. ROOFING CONTRACTOR QUALIFICATIONS: The HCSO is seeking Submittals from highly qualified professional RCs with substantial and successful experience in Roofing Services. RCs must be able to demonstrate adequate organizational, financial, and personnel resources to ensure timely and satisfactory completion of the Services. The capability and experience of the RCs will be among the most important factors in the review of Submittals.

The selected RCs must be a Certified Roofing Contractor in the State of Florida and must be able to provide the appropriate credentials. RCs are expected to demonstrate a proven track record of successfully completed projects.

4. 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.
 - a. All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
 - b. All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
 - c. HCSO detention facilities requires all persons to wear long pants (shorts will not be allowed) and shirt with company logo is preferred.
 - d. HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
 - e. Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
 - f. All persons entering a secured facility must have a background check performed before entering the facility.

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 RC, or a designated agent empowered to bind the RC in Contract.**

The undersigned, by the signature evidenced, represents that the RC 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 (PART C), said documents being the strict basis upon which the said RC makes this Submittal.

► USE INK ONLY ◀

All the following information must be hereupon 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 Roofing Services required by the HCSO.

Company Name: _____

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 supplier list.

We hereby propose to furnish the Roofing Services described herein in accordance with the Submittal Package.

2. NARRATIVES AND DOCUMENTATION: The outline below corresponds with the criteria on which HCSO will review your Submittal. It is, therefore, important to maintain the organization of your Submittal Package as outlined so reviewers may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

- a. Ability of the RC and its Professional Personnel.
 - b. RC's experience with projects for Public Facilities and Detention Facilities.
 - c. RC's historical ability to meet schedule and budget requirements for specified projects.
 - d. RC's other considerations / references.
3. PAYMENT AND PERFORMANCE BONDS: The RC acknowledges that performance bonds are not required for this RFQ; however, future Project Contracts resulting from this RFQ will be subject to the following:

- a. **Bond Requirement:** The HCSO shall, prior to the execution of the Contract, require the RC to furnish bonds covering the faithful performance of the RC and the payment of all obligations arising thereunder in such form and amount as listed hereunder. Premiums for Bonds shall be paid by the RC.
 - b. The Surety Company shall be licensed to transact surety business in Florida, shall be certified to issue the total amount of the bond on any one risk, and shall be otherwise acceptable to the HCSO.
 - c. **Time of Delivery and Form of Bonds:** The RC shall deliver the required bonds to the HCSO within 10 calendar days from the Notice of Award. A Notice to Proceed and Purchase Order will be issued upon receipt of the Performance Bond.
 - d. "Performance and Payment Bond" shall be for 100% of the Contract sum on behalf of the HCSO. The bonds shall be written on the Surety Company's standard form. The RC shall require the Attorney-In-Fact who executes the required bonds on behalf of the Surety Company to affix to the bond a certified and current copy of their Power of Attorney, indicating monetary limit of such power.
 - e. **Alternative Forms of Security:** In lieu of the bond required by this section, the RC may file with the HCSO an alternative form of security which shall be in the form of cash, money order, certified check, cashier's check, or irrevocable letter of credit. Such alternative forms of security shall be for the same purpose and shall be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of such alternative forms of security shall be made by the HCSO.
 - f. **Release of Bonds:** Bonds will be released after all conditions of the Contract have been met, final acceptance has been given and all inspections have been satisfied, and a statement of warranty and release of lien has been issued.
4. **QUALIFICATIONS RENEWAL:** The HCSO will provide ATTACHMENT A to Awarded RCs annually from the date of Award throughout the length of the Agreement Period. The completed ATTACHMENT A will be returned to the Buyer on an annual basis to assess changes in Qualifications.

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Submittal Response Section Cover Page

a. Ability of the RC and its Professional Personnel

- Attach resumes for key personnel of the Project Team, detailing past experience as it relates to projects for Public Facilities and Detention Facilities.
- Submit separate organizational charts delineating personnel assigned to Roofing Services.

Documents:

1. Copies of key personnel's professional licenses/certifications
2. Organizational chart
3. Resumes of key personnel

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Submittal Response Section Cover Page

b. RC's Experience with Projects for Public Facilities and Detention Facilities

- Present a concise outline of specific services the RC is qualified to offer, with examples as related to Public Facilities and Detention Facilities.
- Identify any services or method of approach to services that the RC believes to be unique, outstanding, or which is recognized as giving the RC a competitive edge or advantage.
- Provide information about the RC's qualifications and experience to include technical competence to perform services.

Documents:

1. Outline of Services
2. Narrative

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Submittal Response Section Cover Page

c. Project Team Location

- Specify the key personnel of the Project Team and the primary location for each.
- A RC should be considered local if it holds an office within the Tampa Bay Regional Partnership area, made up of Hillsborough, Pinellas, Citrus, Pasco, Polk, Manatee, Sarasota, and Hernando Counties.

Documents:

1. List of Project Team and locations

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Submittal Response Section Cover Page

d. RC's Historical Ability to Meet Schedule and Budget Requirements

- Provide a two (2) page maximum narrative outlining how you manage projects, meet schedules, and conform with budgetary requirements.
- Indicate the controls to be utilized to maintain both schedule and budget for various projects.
- Describe how personnel will be assigned, and tasks effectively handled, to provide the most efficient service on projects.

Documents:

1. Narrative

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Submittal Response Section Cover Page

e. RC's Additional Considerations

- Provide a list of trucks and service equipment in the RC's fleet to include make, model, and year.
- Additional information deemed necessary by the RC. Indicate any other considerations the RC may wish to highlight or discuss such as awards, RC brochures, letters of commendation, periodical articles, etc.

Documents:

1. References with current contact information. (Do not use HCSO as a reference.)
2. List of trucks and service equipment to include make, model, and year.

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SIGNATURE OF AFFIRMATION AND DECLARATION

At this present time, we understand all requirements and warrant that as a serious RC 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 RC affirms and declares:

- a. That this Submittal Package is made without any understanding, agreement, or connection with any other person, RC, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- b. That the RC 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 Submittal Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Submittal shall remain open for 60 days following the opening of Responses 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

RFQ CHECKLIST

Company Name: _____

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

- Have submitted Letter of Intent by proposed deadline.
- One (1) original Physical or Electronic submittal by proposed deadline. Any proprietary information should be marked as such on the original and a redacted copy should separate if applicable.
- SIGNATURES required on PART A (*Signature of Acknowledgement*, Page 9), PART D (*Signature of Affirmation and Declaration*, Page 30) APPENDIX I, ATTACHMENT A.
- Completed Attachment(s) (signatures may be required).
- Any Addenda or Amendments (signatures required).
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- APPENDIX II – *Statement of No Participation*, if applicable.

****RCs are responsible for providing all required information, documents, and signatures.****

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PACKAGING LABEL

Below is an example LABEL which is required on the OUTSIDE of your Sealed Submittal Package.
Use this label which clearly marks the RFQ Number and Title and return
to the specified address no later than the proposal due date and time.

URGENT - SEALED SUBMITTAL PACKAGE ENCLOSED	
URGENT	HILLSBOROUGH COUNTY SHERIFF'S OFFICE
	SHERIFF'S OPERATIONS CENTER
	ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION
	2008 EAST 8TH AVE
	TAMPA, FL 33605
	<u>RFQ SUBMITTAL PACKAGE</u>
From: _____	
RFQ # 2023-004	
ROOFING SERVICES	
DEADLINE TO SUBMIT:	
Tuesday, April 15, 2025 @ 3:00 PM EST	
URGENT	

LISTING OF ATTACHMENTS

- | | | | |
|----|--------------|-----|---|
| 1. | APPENDIX I | PDF | Supplier Packet (Application, W9, Direct Deposit) |
| 2. | APPENDIX II | PDF | Statement of No Participation |
| 3. | ATTACHMENT A | PDF | Roofing Services Qualifications |
| 4. | ATTACHMENT B | PDF | List of HCSO Roof Types |