

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE



## Invitation to Bid 23-15 Replacement Walk-In Truck Boxes

June 18, 2015

Office of the Comptroller  
2008 E. 8<sup>th</sup> Avenue  
Tampa, Florida 33605



Jennifer Miller, Buyer  
(813) 247-8068  
purchasing@hcsso.tampa.fl.us

#### INSTRUCTIONS TO BIDDERS

Included herein are General Terms and Conditions (Part A); the Special Provisions (Part B); and the Proposal Response (Part C), which together with all attachments, constitute the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and the same (the entire Bid Package) must be kept together and returned, intact, by the time and at the place specified herein. The Bidder must manually sign the General Terms and Conditions (Part A) and the Affirmation and Declaration page (Part D). Any questions concerning this request for Bid Package should be directed to the Buyer whose name appears above.

When awarded, the Bid Package becomes the "**Contract Document**". The Bidder's signature on the bid constitutes Bidder's agreement to the terms therein. The signature on the Bid Package must be that of an Officer of the Company or an individual authorized to commit the Company to a legal and binding contract. **READ THE ENTIRE BID CAREFULLY BEFORE SIGNING.**

#### NOTICE TO BIDDERS

**WHEN SUBMITTING A SEALED BID, ALL BIDS SHOULD BE CLEARLY MARKED AS A BID DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE BID NUMBER, BID TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.**

**LETTER OF INTENT**

The undersigned hereby acknowledges the Terms and Conditions, Provisions and Specifications and intends to respond to the Hillsborough County Sheriff's Office Invitation to Bid No. 23-15, Replacement Walk-In Truck Boxes. We understand that any amendments, clarifications and addenda to the Invitation to Bid will be promptly communicated to the individual authorized below to receive this information.

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NAME

TITLE

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COMPANY NAME

EMAIL ADDRESS

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MAILING ADDRESS

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TELEPHONE NUMBER

FAX NUMBER

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SIGNATURE

THE FOLLOWING REPRESENTATIVE(S) WILL ATTEND THE MANDATORY PRE-PROPOSAL CONFERENCE:  
(Limited to a maximum of three persons)

1. 

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Print Name	Email Address
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2. 

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Print Name	Email Address
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3. 

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Print Name	Email Address
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THIS FORM SHOULD BE SENT IMMEDIATELY TO THE BUYER, JENNIFER MILLER,  
AT [purchasing@hcsotampa.fl.us](mailto:purchasing@hcsotampa.fl.us) or FAXED TO 813-242-1826

Hillsborough County Sheriff's Office  
2008 E. 8<sup>th</sup> Avenue  
Tampa, Florida

VENDOR NAME: \_\_\_\_\_

SUBJECT: INVITATION TO BID 23-15

BID TITLE: Replacement Walk-In Truck Boxes

**OPENING DATE & TIME: July 2, 2015 @ 3:00 PM**

PLACE: Malcolm E. Beard Sheriff's Operation Center (SOC)  
Office of the Comptroller, Room 125  
2008 E. 8th Avenue  
Tampa, Florida 33605

Bids will be received until the time and date shown above and will be read aloud immediately thereafter at the "Place" indicated above.

**MANDATORY PRE-PROPOSAL CONFERENCE DATE & TIME: June 24, 2015 @ 10:00 AM**

PLACE: HCSO District II/General Services Parking Lot  
2214 North Falkenburg Road  
Tampa, Florida 33619

PART A - GENERAL TERMS AND CONDITIONS:

1. Bid Response: Bids must be contained in a SEALED envelope addressed to: David Gee, Sheriff, 2008 E. 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Bid Package must be marked as a BID DOCUMENT (including the bid number, date and time of bid opening) on the outside of the envelope.

If our specifications, when included, are not returned with your bid, and no specific reference is made to them in your Bid Response, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the Bid 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 Bid Response (Part D).

2. Bid Delivery: The responsibility for getting the Bid Package to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. 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 Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the Bidder unopened with the notation "This Bid Was Received After the Time Designated For the Receipt and Opening of Bids".
3. On-Line Documents: The HCSO is publishing documents on its website ([www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us)) for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.

4. Time for Consideration: Bidder warrants by virtue of bidding the prices quoted in his response will be good for an evaluation period of forty-five (45) calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their bids after the opening time and date.
5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** State sales tax and federal excise taxes shall not be included as the HCSO is tax-exempt for materials sold directly to them. The HCSO will issue tax exemption certificates to the successful Bidder when requested.  
  
The Bidder's attention is directed to laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this bid and that all applicable taxes and fees shall be deemed to have been included in the Bid Response as part of the commodity cost, when applicable.
6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.
7. Condition of Materials and Packaging: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this bid shall be NEW and in FIRST CLASS CONDITION, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
8. Claims: The successful Bidder will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. When to Make Delivery: Deliveries resulting from this bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to obtain this information.
10. Manufacturer's Name: Any manufacturers' names, trade names, brand names information and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Bidders.
11. Information and Descriptive Literature: Bidder must furnish all information requested in the Invitation to Bid. If specified, each Bidder must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous bids will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
12. Bid Submittal Costs: Submittal of a bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
13. No Bid: If the receipt of this Invitation to Bid is not acknowledged, Bidder's name may be removed from the HCSO's mailing list.
14. Compliance with Occupational Safety and Health Act: Bidder certifies that all material/items contained in the Bid Response meets all OSHA requirements.
15. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the bid or bids which in the judgment of the Sheriff is in the best interest of Hillsborough County.

16. Protests: Any prospective Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all bids will submit a notice of protest in writing within seventy-two (72) hours (excluding County holidays, Saturdays and Sundays) to the Office of the Comptroller by registered mail or by hand delivery, for which a receipt must be provided.

The Bid evaluation committee will have five (5) working days upon receipt of this notice to meet and consider the dispute as written. The evaluation committee may request additional information from the Bidder or request a meeting to gain further clarification of the issues. Upon completion of this review process, the evaluation committee will make a recommendation to the Comptroller.

After review of the evaluation committee recommendation and the dispute notice, the Office of the Comptroller will make a recommendation to the Sheriff. The decision of the HCSO will be communicated to the Bidder in writing. This decision and the basis upon which it was made will be communicated within five (5) working days following the receipt of the recommendation from the Comptroller. The decision of the Sheriff shall be final.

17. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity may not accept any bid or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (currently \$35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (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 bid or proposal in response to this request, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.

18. Public Record: Any material submitted in response to this Invitation to Bid 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 awarded vendor agrees to comply with to §119.0701, Fla. Stat. regarding maintenance and provision of access to all public records generated by this contract with the HCSO.

19. Specifications are attached.

DAVID GEE, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

**--Signature on File--**

By: \_\_\_\_\_  
Christina R. Porter, CPA  
Comptroller

20. General Terms and Conditions outlined above are acknowledged. Our bid is attached.

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Company Name

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Signature of Company Officer

Date

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Print Name

Title/Company Officer

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 20. EACH BID SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN BID RESPONSE (PART D), PARAGRAPH 1.**

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of these specifications is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) for the one-time purchase of two (2) replacement walk-in style truck boxes for the Bomb Disposal Team (BDT) vehicles.

2. SCOPE OF WORK

The BDT utilizes two (2) 2007 Ford F350 diesel trucks to house and transport emergency response equipment. The existing walk-in truck boxes will need to be removed and the new boxes installed in both vehicles. Additional details can be found in Specifications (Part C). Photographs of the current configuration can be found in Attachment A.

The vehicles will be delivered to and picked up from the Awarded Vendor's location by BDT members.

3. BRAND NAMES

Brand names, when furnished, are for reference purposes and to establish a standard of quality. The evaluation of bids and the determination as to equality of products offered shall be the sole and final responsibility of the HCSO and will be based on information and/or demonstrations provided by the Proposer.

4. BIDDER QUALIFICATIONS

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the item or service offered satisfactorily and expeditiously.

The HCSO reserves the right to inspect the Bidder's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

5. MANDATORY PRE-PROPOSAL CONFERENCE

All Proposers must attend the Pre-Proposal Conference at the time, date and place indicated on page four (4). The purpose of the Pre-Proposal Conference will be to offer all interested parties an opportunity to discuss the bid requirements, specifications, conditions and processes as well as to view the vehicles and equipment in use.

6. LETTER OF INTENT

Interested vendors planning on attending the Pre-Proposal Conference should notify the Buyer by use of the Letter of Intent form included herein. Submitted Bids will be returned to any Vendor who did not attend the Mandatory Pre-Proposal Conference. The person(s) indicated on the Letter of Intent will be those notified of all addenda, amendments and Questions and Answers (Q & A).

7. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Invitation to Bid are to be directed, in writing, to the Buyer: Jennifer Miller, at [purchasing@hcsotampa.fl.us](mailto:purchasing@hcsotampa.fl.us) or by fax at (813) 242-1826.



In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) . This will include minutes from the Pre-Proposal Conference, Q & A responses, amendments, addenda, etc. Posting documents to the HCSO website is considered the official way of notification. Regardless of whether the Buyer forwards amendments or other documents by email, it is the Bidder’s responsibility to verify that they are aware of all postings regarding the Invitation to Bid.

8. EVALUATION OF PROPOSALS

An Evaluation Committee comprised of a minimum three persons assigned by the Division Commander and including the BDT Supervisor will initially review all bids for adherence to specifications. The Buyer will act as a non-voting chairperson. Any Bid Responses not meeting specifications will be rejected. Any bid not including all the required literature or information (such as the design plan, drawing, etc.) as listed in the Bid Response (Part D) may be rejected.

The committee will evaluate all bids from responsive and responsible Bidders meeting technical specifications based on the following criteria, listed in order of importance and indicating the maximum points allowed.

A. Price	40
B. Unit design and functionality	25
C. Time for completion	25
D. References	<u>10</u>
Total Possible Points	100

The Evaluation Committee’s final recommendation will be submitted by the Buyer for review and approval through the Chain of Command, with the final decision resting with the Sheriff.

9. BEST AND FINAL OFFER

The HCSO reserves the right to request a Best and Final Offer (BAFO) from any or all Bidders. 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 Bid Response addresses all of the specifications; the cost submitted by all Bidders is too high; the score of two or more Bidders are very close after the evaluation process; all Bidders submitted Bid 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 Bidders may be solicited, but only the Bidder(s) most likely to be awarded the contract are to be included. The Evaluation Committee will develop the aspects of the Bid to be addressed in the BAFO. They may ask for enhancements of core components of the Invitation to Bid but will maintain the integrity of the original scope of work.

Best and Final solicitations will be made in writing. Bidders may be asked to provide additional clarification to specific sections of their Bid Response, or to rework their proposed 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 Bidders or the lowest cost proposed until after the evaluation of each BAFO submitted. If a Bidder does not wish to submit a BAFO, they may submit a written response stating that their Bid Response remains as originally submitted.

The Buyer will be responsible for all communication to and from Bidders regarding the BAFO solicitation. All responses must be returned to the Buyer. Bidders 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 Buyer.

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

10. AWARD

The HCSO reserves the right to select for award the bid which in the opinion of the Sheriff offers the best value and best serves the requirements of the HCSO. This award shall be made on an all-or-none total offer basis.

In the event two (2) or more Bidders have submitted the lowest and best bids, preference may be given in the award in the following order. First, to the Bidder who has his/her principal place of business in Hillsborough County; second, to the Bidder who has a place of business in Hillsborough County; and, third, if the Bidders involved in the "tie bid" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award notification will be sent to vendors receiving a bid award. Bid results will be available on the HCSO website <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the bid results, contact the Purchasing Office at (813) 247-8034.

11. BID OPENING

Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award, however, will be dependent upon the determination that Bidders are both Responsive and Responsible and any other evaluation criteria stated in the bid document. Tabulation of the proposed prices and Bidder rankings, if applicable, will be published at the time of Award. All Bidders responding with a bid will receive a copy of the bid tabulation.

12. CONTRACT PERIOD

Following announcement of the Award, a Purchase Order will be issued for the product as per the bid. No other contract shall be entered. This will be a one-time purchase.

13. ESCALATION/DE-ESCALATION

Changes in price will not be allowed once the deadline for receipt of bids has passed. There will be no ongoing contract or renewal periods to which price changes might apply.

14. CANCELLATION

When deemed to be in the best interest of the HCSO, any Contract resulting from this Invitation to Bid may be canceled by the following means:

- a. Ten (10) calendar days written notice with cause, or;
- b. Thirty (30) calendar days written notice without cause.

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

15. NEXT BEST BIDDER

In the event of a default by the awarded vendor, the HCSO reserves the right to utilize the next best responsive and responsible Bidder as the new Awardee. In the event of this occurrence, the new Vendor responsive and responsible Bidder shall be required to provide the bid items at the prices as contained in their Bid Response for the remainder of the award period.

16. DELIVERY

The HCSO expects to receive the equipment, in working order, within the time frame indicated in the Vendor's bid or sooner. Lead time and total fulfillment of order time may be a consideration in award.

17. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Awarded Vendor agrees to indemnify and hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from acts or omissions of the Vendor, its agents or sub-contractors. The Vendor agrees to hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from any injury or damage sustained by any person or property in consequence of any neglect in safeguarding contract work, by the Vendor, its agents or sub-contractors or from any claims or amounts arising or uncovered under any law, by-law, ordinance, regulation or decree.

18. INSURANCE

The Bidder shall provide with his Bid Response proof of insurance as described below. All policies shall be with insurers qualified and doing business in Florida and will meet the State of Florida minimum coverage requirements.

- a. General Liability Insurance
- b. Garagekeepers Legal Liability Insurance

18. INVOICING AND PAYMENTS

Vendors may invoice the HCSO for work as completed. **Always show purchase order number on invoices.** Payment shall be made in accordance with to §215.422, Fla. Stat. which states the vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices.

Invoices should be addressed to: Hillsborough County Sheriff's Office  
 Attention: Accounts Payable  
 P.O. Box 3371  
 Tampa, Florida 33601

Invoices may be mailed to the address above or emailed to: [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.tampa.fl.us)

ACH and Purchasing Card payments are preferred and available upon request and authorization. Please inquire at [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.tampa.fl.us) or at (813) 247-8276.

19. EXCEPTIONS TO BID

All Bid Packages must clearly state with specific detail all deviations to the requirements imposed upon the Bidder by the General Terms and Conditions (Part A) and Special Provisions (Part B). Such deviations should be stated upon the Bid Response (Part D) or appended thereto. Bidders are hereby advised that the HCSO will only consider Bid Responses that meet the specifications and other requirements imposed upon them by this Bid Package. In instances where an exception is stated upon the Bid Response (Part D), said Bid Response will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said Bid Response does not meet the exact requirements imposed upon the Bidder by the General Terms and Conditions (Part A) and the Special Provisions (Part B).

PART C - TECHNICAL SPECIFICATIONS

1. The HCSO wishes to identify a Vendor to remove two (2) existing walk-in style truck boxes from and install two (2) new walk-in style truck boxes onto two (2) 2007 Ford F350 diesel truck bodies.

The current boxes utilize exterior storage compartments, which are not a functional option for the BDT's needs. Interior floor space should be optimized. No exterior access to storage is required. The equipment to be stored includes remotely operated explosive ordnance recovery equipment (bomb robot). Ramps are used to provide a method of loading and unloading the robot. Floor anchors may be considered but may not be necessary due to the weight of the equipment. Personnel currently have difficulty maneuvering the robot to access the front of the truck due to the lack of interior space.

Other types of equipment to be stored are enclosed in hard cases of various sizes. Shelving with a lip to prevent items from falling would accommodate this equipment. The mandatory pre-bid meeting will offer the Bidder the opportunity to see the current truck and equipment to be housed, ask questions, take measurements, etc. in order to design a truck box to best fit the BDT's needs.

2. At a minimum, the box design should include the following requirements:

- 72" high roof with dome lights
- maximized interior floor space
- interior shelving with lip
- rear doors without windows
- roof mounted RV-type air conditioner/heater
- heavy duty power inverter with exterior plug access
- recessed lighted bumper
- back up camera
- top-mounted wireless remote control spotlight
- white powder coat finish

PART D BID RESPONSE

The undersigned understands that this Bid Response **must be signed in ink** and that the **unsigned** Bid Response will be considered incomplete and subject to rejection by the Hillsborough County Sheriff's Office (HCSO).

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE BIDDER ACCEPTS THE TERMS, CONDITIONS, MANDATES, AND OTHER PROVISIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A) AND THE SPECIAL PROVISIONS (PART B), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS BID.

\* \* \* USE INK ONLY \* \* \*

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS  
BID PACKAGE TO BE CONSIDERED BY THE HILLSBOROUGH  
COUNTY SHERIFF'S OFFICE

EXCEPTIONS TO BID: NOTES - ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 19 OF THE SPECIAL PROVISIONS (PART B).**

- The following represents every deviation (itemized by number) to the foregoing General Terms and Conditions (Part A) and Special Provisions (Part B) upon which this Bid Response is based, to wit:

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2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the items required by the HCSO.

The undersigned certifies that any exceptions to the bid specifications are noted on the attached Exceptions Form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

We hereby propose to furnish the below described service/commodity in accordance with the Bid Package, except as noted on attached Exceptions Form:

- A) Design and installation of two (2) identical walk-in style truck boxes for 2007 Ford F350 diesel truck bodies, including removal and disposal of old boxes:

Total cost: \_\_\_\_\_

(This total cost should include any credits for trade-in or salvage value for the boxes being removed.)

- B) Any value-added products or services included:

\_\_\_\_\_  
\_\_\_\_\_

- C) Warranty - Term and Coverage

\_\_\_\_\_  
\_\_\_\_\_

- D) Estimated production time from notice of award

\_\_\_\_\_

- E) Time for installation after production is complete

\_\_\_\_\_

**Please include as a reference any schematic drawings, illustrations, design plans, literature, etc. that will best depict the design/style of the walk-in style truck boxes.**

**Include Certificates of Insurance.**

3. VENDOR INFORMATION

Business Name (As shown on your invoice): \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_ OR Social Security No. \_\_\_\_\_  
(Please include an IRS Form W9 with your response)

Check One: Corporate Entity \_\_\_\_\_ Non Corporate (1099) \_\_\_\_\_ Sole Proprietor (1099) \_\_\_\_\_

Owner's Name as per IRS records, if reporting under SS# \_\_\_\_\_

Business Type: Commodity \_\_\_\_\_ Services \_\_\_\_\_ (Provide Certificates of Insurance if working on HCSO property)

Our company has been in business under its current name since: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: (If applicable) \_\_\_\_\_

General Correspondence Mailing Address:  
\_\_\_\_\_

Remit to Address: (Checks are to be mailed to a different mailing address than above):  
\_\_\_\_\_

Warehouse Address (If Applicable):  
\_\_\_\_\_

Contact Information – Name/Email Address/Phone Number - for the following departments:

Sales: \_\_\_\_\_

Customer Service: \_\_\_\_\_

Accounting: \_\_\_\_\_

Check all that apply - We accept Payment by Check \_\_\_\_\_ ACH/EFT \_\_\_\_\_ Credit Card (Visa) \_\_\_\_\_

To receive electronic payments please complete "Authorization for Electronic Payment" form available on the HCSO website at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) under the Purchasing Section, Doing Business with the HCSO.

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4. Affirmation and Declaration

At this present time we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package.

The above named Bidder affirms and declares:

- a) That Bidder is of lawful age and that no other person, firm or corporation has any interest in this bid offered to be entered into;
- b) That this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Bidder is not in arrears to HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
- d) That no officer, employee or person whose salary is payable in whole or in part from Hillsborough County Treasury, is, shall be or become interested, directly or indirectly, surety or otherwise in this Bid 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 bid shall remain open for forty-five (45) days following the opening of bids.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REFERENCE LIST

References should be customers to which you have provided similar units. Please type or print.

1.

Firm Name:	
Contact/Title:	
Phone Number:	
Email Address	
Commodity Provided	

2.

Firm Name:	
Contact/Title:	
Phone Number:	
Email Address	
Commodity Provided	

3.

Firm Name:	
Contact/Title:	
Phone Number:	
Email Address	
Commodity Provided	

BID EVALUATION MATRIX

Invitation to Bid 23-15  
Replacement Walk-In Truck Boxes

Bidder: \_\_\_\_\_

	<u>MAXIMUM POINTS</u>	<u>SCORE</u>
1. Price	40	_____
2. Unit design and functionality	25	_____
3. Time for completion	25	_____
4. References	<u>10</u>	_____
TOTAL:	100	_____

What are three primary reasons you have for recommending this Bidder?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are three primary reasons you have for rejecting this Bidder?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

General comments / clarifications / questions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

STATEMENT OF NO BID

NOTE: If you do not intend to respond to this Invitation to Bid, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
OFFICE OF THE COMPTROLLER  
Email to: [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us)  
Or Fax (813) 242-1826

We, the undersigned, have declined to respond on BID No. 23-15 for Replacement Walk-In Truck Boxes for the following reasons:

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or an equivalent.
- Our Product schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond Requirements.
- Specifications unclear (explain below).
- Other (specify below)

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We understand that if the "no bid" letter is not executed and returned, our name may be deleted from the list of qualified Vendors for the Hillsborough County Sheriff's Office.

(PLEASE PRINT)

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY OFFICER \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Below is an example of the information required on the OUTSIDE of your Bid Package.  
You may use this as a label if you wish.

DAVID GEE, SHERIFF  
2008 E. 8<sup>TH</sup> AVE  
TAMPA FL 33605

ATTN: PURCHASING  
813-247-8034

BID PACKAGE SUBMITTAL

BID # 23-15  
"Replacement Walk-In Truck Boxes"

OPENING DATE/TIME:

July 2, 2015 @ 3:00 PM