

## Vendor Application Form

Chad Chronister, Sheriff  
 Hillsborough County Sheriff's Office  
 2008 E. 8<sup>th</sup> Avenue, Tampa, Florida 33605  
<https://teamhcsso.com>



Purchasing Section  
 Phone: 813-247-8034  
[purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us)

To establish your business as a vendor to the Hillsborough County Sheriff's Office,  
provide the following documentation along with this completed application:

- Completed and Signed IRS Form W9 (W8 for Foreign Based Company).**
- Business Tax Receipt from Hillsborough County or other municipality's business license.**
- Certificates of Liability & Workers' Compensation Insurance (for on-site service providers.)**
- If your company is an LLC or LLP filing as a Corporation, provide IRS Form 8832 or Form 2553 to prevent receipt of an IRS Form 1099.**
- Provide Federal, State or County certificates for Minority, Veteran, Women, or Small Business Ownership.**

Send completed forms to [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us) or fax to 813-242-1826.

Refer to the HCSO Purchasing page at <https://teamhcsso.com> for additional information.

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

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

Federal Tax ID No. \_\_\_\_\_ OR Social Security No. \_\_\_\_\_

Tax Status: C-Corp  S-Corp  Individual/Sole Proprietor (1099)  LLC/LLP (1099)

Certified: Minority Owned  Small Business Owner  Veteran Owned  Women Owned   
(Include Certificate)

Business Type: Commodity  Services  Visa Accepted: Yes  No

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Remit Address (for payment by check): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Procurement Code Category (see PC List):# \_\_\_\_\_

Additional Information: \_\_\_\_\_

**SALES CONTACT**

**ACCOUNTING CONTACT**

Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

To receive electronic payments please complete the Direct Deposit Payment Authorization Form available on the HCSO Purchasing page at <https://teamhcsso.com>.

**HSCSO FSD USE ONLY:**

Vendor ABN Assigned: \_\_\_\_\_ Search Type: V LV USS Other \_\_\_\_\_ RMT #: \_\_\_\_\_

ACH Payments Active: Yes No Tax Status: C N P X 1099 Reporting Code: A1 A3 A6 A7 AC

HCSO Staff Requesting Vendor ABN: \_\_\_\_\_ ABN: \_\_\_\_\_

Convictions, Suspensions, or Federal Exclusions: Yes No If Yes, please explain: \_\_\_\_\_

Completed by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

|  |   |   |
|--|---|---|
| Print or type.<br>See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.   |   |
|  | 2 Business name/disregarded entity name, if different from above  |   |
|  | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.   | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): |
|  | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate   | Exempt payee code (if any) _____  |
|  | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. | Exemption from FATCA reporting code (if any) _____  |
|  | <input type="checkbox"/> Other (see instructions) ▶ _____<br><small>(Applies to accounts maintained outside the U.S.)</small>   |   |
|  | 5 Address (number, street, and apt. or suite no.) See instructions.   | Requester's name and address (optional)   |
| 6 City, state, and ZIP code                            |   |   |
| 7 List account number(s) here (optional)               |   |   |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                       |   |
|---------------------------------------|---|
| <b>Social security number</b>         |   |
|                                       | - |
|                                       | - |
| <b>or</b>                             |   |
| <b>Employer identification number</b> |   |
|                                       | - |
|                                       | - |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



**DIRECT DEPOSIT AUTHORIZATION FORM**

Vendor payments are made via the Automatic Clearing House (ACH) System. Each time a payment is disbursed to the financial institution/account provided below, an electronic notification is sent to the e-mail address also provided below.

**PAYEE INFORMATION:**

|  |                           |
|--|---------------------------|
| Payee Name (Entity Name or Name of Individual) | Payee Tax ID (SSN or EIN) |
| Payee Address                                  |                           |
| E-Mail Address (To use for notifications)      | Phone Number              |

**FINANCIAL INSTITUTION INFORMATION:**

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

Routing Transit Number: \_\_\_\_\_ Payee Account Number: \_\_\_\_\_

Type:  Checking (Attach a blank voided check) OR  Savings (Attach a blank voided deposit slip)

Payee Account Title: \_\_\_\_\_

**PAYEE CERTIFICATION:**

By signing this form, I authorize payments to be deposited to the designated account and financial institution named above by the Hillsborough County Sheriff's Office for goods/ services rendered, reimbursements, or other transactions and, if necessary, to initiate debit entries and other adjustments for any entries made in error. This authorization shall remain in full force and effect until withdrawn in writing with sufficient notice to allow adequate time to effect termination.

|  |                            |
|--|----------------------------|
| Payee or Payee Agent Name (Please Print) | Payee or Payee Agent Title |
| Payee or Payee Agent Signature           | Date                       |

Please return completed and signed form with blank voided check/deposit slip to Hillsborough County Sheriff's Office, ATTN: Accounts Payable, 2008 East 8th Avenue, Tampa, Florida 33605 or [AccountsPayable@HCSO.Tampa.FL.US](mailto:AccountsPayable@HCSO.Tampa.FL.US).

|                     |                   |              |
|---------------------|-------------------|--------------|
| <b>FSD Use Only</b> | Vendor ABN: _____ | RMT #: _____ |
| Entered by: _____   | ABN: _____        | Date: _____  |
| Verified by: _____  | ABN: _____        | Date: _____  |



**CHAD CHRONISTER, SHERIFF**

Purchasing Terms and Conditions

1. The content and conditions of a Purchase Order issued by the Hillsborough County Sheriff's Office (HCSO) may not be modified by verbal agreement. Any changes must be in writing and approved by the Chief Financial Officer of the HCSO.
2. Invoices, packing lists, and packages must include the Purchase Order number, if assigned, and the ship to or delivery address.
3. **INVOICES SHALL BE ADDRESSED TO:**  
Hillsborough County Sheriff's Office  
Accounts Payable  
P.O. BOX 3371  
TAMPA, FLORIDA 33601

Or emailed to: [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.tampa.fl.us)

4. Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Purchase Order shall be new and in first class condition or first quality, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
5. Materials rejected by the HCSO will be returned to the vendor at the vendor's risk and expense. The HCSO shall not be liable or otherwise responsible for any re-stocking charges unless prior written authorization has been issued by the HCSO.
6. Cash discounts will be deducted in accordance with the terms of the Vendor's quotation or bid. Payments shall be in accordance with §215.422 Fla. Stat. which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payments of approved invoices.
7. Acceptance by the Vendor of a Purchase Order includes acceptance of all items, conditions, prices, delivery instructions, and specifications as shown on the order, or attached to, or referred to, and which are made a part hereof by reference, as fully and to the same extent as, if copied at length herein.
8. All shipments by the Vendor must be F.O.B. DESTINATION, unless otherwise authorized in writing by the HCSO. THE HCSO WILL NOT ACCEPT C.O.D. SHIPMENTS.



**CHAD CHRONISTER, SHERIFF**

Purchasing Terms and Conditions

9. The HCSO reserves the right to cancel all or part of the Purchase Order should delivery not occur within the time specified by the Vendor.
10. Vendors are expected to satisfy Purchase Orders in one (1) shipment unless otherwise disclosed in writing and authorized by the HCSO in writing. Excessive or unauthorized partial shipments may result in Vendor debarment.
11. Vendors are not authorized to deliver any goods or services which exceed the written authority of the Purchase Order, unless the order is modified pursuant to the terms expressed above in item one (1).
12. The Vendor, in accepting the order, agrees to indemnify the HCSO and holds harmless from and against all claims, liability, loss, damage, or expense, including attorney fees, arising from or by reason of any actual or claimed trademark, patent, or copyright infringement or litigation based thereon, with respect to the goods and any part thereof covered by the Purchase Order and such obligation shall survive acceptance of the goods and payment thereof by the HCSO.
13. The Vendor will indemnify and hold harmless the Sheriff and his agents or employees from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the Purchase Order; providing that any such liability claim, damage, loss or expense caused in whole or in part by a negligent act, wrongful act, or omission of the Vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, whether or not it is caused in whole or in part by a party indemnified herein.
14. Vendors agree 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 of them, 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.



**CHAD CHRONISTER, SHERIFF**

Purchasing Terms and Conditions

15. The Vendor, in accepting the Order, agrees the Order will become a public document pursuant to §119.07, Fla. Stat. The Vendor agrees to comply with §119.0701, Fla. Stat. with respect to any documents, papers, and records made or received by the Vendor in connection with the Order.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records, contact the custodian of public records at: HCSO Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at [hcsorecords@hcsotampa.fl.us](mailto:hcsorecords@hcsotampa.fl.us)

16. Florida Law shall govern any dispute or contractual right regarding the Purchase Order. In the event of a lawsuit by the Vendor, the venue of such lawsuit shall be in Hillsborough County, Florida and the Vendor waives whatever rights it has in the selection of venue by accepting the order.
17. Terms and Conditions of signed contracts, Requests for Proposal, Requests for Bid, and Term Contracts will prevail to the degree said terms may be more stringent.
18. The Vendor must sign and acknowledge the [Federal Grant Compliance](#) for any purchases made with Federal Grant funding.



**PROCUREMENT CATEGORY CODES (PCC)**

The following list is customized to best serve the Hillsborough County Sheriff's Office (HCSO) Purchasing Section in identifying registered vendors by category for the purpose of soliciting quotes or notifying of Bid/RFP opportunities. Use of these PCCs is *not* mandatory. Additionally, entering a PCC on your Vendor Application Form does *not* guarantee your company will receive solicitations or notices and *in no way* obligates the HCSO.

Bid opportunities are advertised in the legal section of the Tampa Bay Times and all Bid documents are posted to the HCSO's public website, [www.TeamHCSO.com/Purchasing](http://www.TeamHCSO.com/Purchasing), where they may be viewed and downloaded at no charge.

Enter the PCC(s) that best fits the service or commodity your company provides on your Vendor Application Form. Select the broadest category applicable to your company (e.g. 203 vs. 203-1).

In order to receive Bid/RFP Notices, you must provide a company e-mail address and/or fax number on your Vendor Application Form.

| PROCUREMENT CATEGORY CODES (PCC)                               |        |   |
|--|--------|---|
| Tier 1   | Tier 2 | Tier 3  |
| <b>100 INFORMATION TECHNOLOGY AND ELECTRONICS</b>              |        |   |
| <b>101 Computers and Electronic Equipment</b>                  |        |   |
|  | 101-1  | Computer Hardware: PCs, laptops, servers, peripherals   |
|  | 101-2  | Computer/Server Equipment Installation, Cabling and Connecting                                      |
|  | 101-3  | Audio Visual: Closed circuit cameras, digital A/V recording, etc.                                   |
|  | 101-4  | Breath Alcohol Analyzers  |
|  | 101-5  | Covert Surveillance Equipment   |
|  | 101-6  | GPS – Navigational  |
|  | 101-7  | Radar Detectors   |
|  | 101-8  | Digital Signage   |
|  | 101-9  | Electronic Equipment Testing, Calibration, Inspection   |
|  |        | Light Bars, Sirens – <i>See Law Enforcement Equipment (501-13)</i>                                  |
|  |        | Virtual Programs – <i>See 303-3 Education and Vocational Training, 510 Law Enforcement Training</i> |
| <b>102 Security Systems</b>                                    |        |   |
|  | 102-1  | Security Access and Keyless Entry Systems   |
|  | 102-2  | Fire Alarm Systems  |
|  | 102-3  | Security System Monitoring  |
| <b>103 Telephone/Internet/Broadcast Equipment and Services</b> |        |   |
|  | 103-1  | Telephone Equipment   |
|  | 103-2  | Telephone: Landline Services  |
|  | 103-3  | Cellular Phone and Wireless Services  |
|  | 103-4  | Cell Phone Data Tracking, Surveillance and Downloading  |
| <b>104 Computer Software</b>                                   |        |   |
|  | 104-1  | Application Software  |
|  | 104-2  | System Software   |
|  | 104-3  | Development Software  |
| <b>105 Robotics</b>  |        |   |
|  | 105    | All Forms   |

| PROCUREMENT CATEGORY CODES (PCC)                 |        |   |
|--|--------|---|
| Tier 1   | Tier 2 | Tier 3  |
| <b>200 OFFICE ADMINISTRATION</b>                 |        |   |
| <b>201 Office Equipment</b>                      |        |   |
|  | 201-1  | Multi-Function Copiers  |
|  | 201-2  | Laser Printers  |
|  | 201-3  | Mail Room Equipment   |
|  | 201-4  | Microfilm Equipment   |
|  | 201-5  | Office Equipment Maintenance and Repair   |
| <b>202 Office Furniture</b>                      |        |   |
|  | 202    | All Types   |
| <b>203 Office Supplies and Copy Paper</b>        |        |   |
|  | 203-1  | General Office Supplies: Includes small equipment items such as calculators, tape recorders, staplers, label makers, etc. |
|  | 203-2  | Copy Paper  |
|  | 203-3  | Engraving: Name tags, name plates, trophies, plaques, awards, etc.  |
|  | 203-4  | Batteries   |
|  | 203-5  | Drinking Water, Dispensers, Bottled Water   |
|  | 203-6  | Delivery Services   |
|  | 203-7  | Document/Records Storage Services   |
|  | 203-8  | Document Shredding Services   |
| <b>204 Event Planning and Community Outreach</b> |        |   |
|  | 204-1  | Event Rentals   |
|  | 204-2  | Catering  |
|  | 204-3  | Promotional Items   |
|  | 204-4  | Graphics and Signage  |
|  |        | Trophies, Plaques, Awards – See 203-3 Engraving   |
| <b>205 Accounting and Banking Services</b>       |        |   |
|  | 205-1  | Audit Services  |
|  | 205-2  | Banking Services  |
|  | 205-3  | P-Card Programs and Services  |
| <b>206 Legal Services</b>                        |        |   |
|  | 206-1  | Attorneys   |
|  | 206-2  | Court Reporting and Transcription Services  |
|  | 206-3  | Surveillance and Background Checks  |
|  | 206-4  | Polygraphers  |
|  | 206-5  | Interpreters  |
| <b>207 Risk Management</b>                       |        |   |
|  | 207-1  | Health Insurance Administration Services  |
|  | 207-2  | Liability Insurance   |
|  | 207-3  | Actuarial Services  |
| <b>208 Temporary Personnel and Staffing</b>      |        |   |
|  | 208    | All Types   |
| <b>209 Print Services and Supplies</b>           |        |   |
|  | 209-1  | Specialty Papers, Binding Accessories, etc.   |
|  | 209-2  | Forms   |
|  | 209-3  | Decals: Materials and supplies for printing vehicle and other decals  |
| <b>210 Photo Shop</b>                            |        |   |
|  | 210-1  | Photography Equipment, Digital Cameras and Accessories  |
|  | 210-2  | Photo Printing Supplies   |
|  | 210-3  | Film Processing Supplies  |
|  | 210-4  | Film Processing Equipment and Equipment Maintenance   |
| <b>211 Travel</b>                                |        |   |
|  | 211-1  | Lodging   |
|  | 211-2  | Air Fare  |
|  | 211-3  | Car Rental  |



| PROCUREMENT CATEGORY CODES (PCC)                         |            |   |
|--|------------|---|
| Tier 1   | Tier 2     | Tier 3  |
| <b>300 JAIL, DETENTION, PROBATION AND COURT SERVICES</b> |            |   |
|  | <b>301</b> | <b>Inmate Supplies</b>  |
|  | 301-1      | Inmate Uniforms, Undergarments, Footwear, Disposables   |
|  | 301-2      | Personal Hygiene: Toothbrush, toothpaste, body soap, combs, razors, lice control, sanitary napkins, etc.  |
|  | 301-3      | Linens: Towels, washcloths, sheets, pillow cases, blankets, etc.  |
|  | 301-4      | Mattresses, Mattress Covers, Pillows  |
|  | 301-5      | Canteen Items (Currently provided by canteen program contractor)  |
|  | <b>302</b> | <b>Jail Supplies and Equipment</b>  |
|  | 302-1      | Prisoner Identification Equipment and Supplies  |
|  | 302-2      | Breath Alcohol Test Equipment and Calibration Services  |
|  | 302-3      | Property Control: Property boards, shrink wrap, bags, etc.  |
|  | 302-4      | Behavior Control: Spit hoods, restraint chairs, etc.  |
|  | 302-5      | Commercial Laundry Equipment and Repair   |
|  | 302-6      | Laundry, Bulk Chemical  |
|  | 303-6      | Locks, Lock Sets, Key Blanks – <i>See 102-1 Security Access and Keyless Entry Systems</i>                 |
|  |            | Clinic Equipment – <i>See 602-4 Medical Supplies and Clinic Equipment</i>                                 |
|  |            | Bulk Janitorial Chemical Other than Laundry – <i>See 1006-1 Janitorial Chemicals, Industrial Bulk</i>     |
|  | <b>303</b> | <b>Jail Operation Services</b>  |
|  | 303-1      | Inmate Phone Services   |
|  | 303-2      | Inmate Medical Services   |
|  | 303-3      | Education and Vocational Training   |
|  | 303-4      | Food Services   |
|  | 303-5      | Commercial Kitchen and Cafeteria Equipment and Repair   |
|  | 303-6      | Canteen Program Operations: Management of a canteen program   |
|  |            | Mental Health, Addiction Treatment and Social Services – <i>See 601 Social and Mental Health Services</i> |
|  | <b>304</b> | <b>Courthouse and Jail Security and Equipment</b>   |
|  | 304-1      | Security Equipment, X-Ray Scanners, Magnetometers, etc.   |
|  | 304-2      | Security Personnel (Security Guards)  |
|  | <b>305</b> | <b>Court and Probation Services</b>   |
|  | 305-1      | Inmate Extradition and Transportation   |
|  | 305-2      | GPS (Ankle Bracelet) Monitoring   |
|  | 305-3      | Probation Program Management  |
| <b>400 UNIFORMS</b>                                      |            |   |
|  | <b>401</b> | <b>Law Enforcement and Civilian</b>   |
|  | 401-1      | Law Enforcement Dress Uniforms  |
|  | 401-2      | Tactical Wear, BDUs   |
|  | <b>402</b> | <b>Civilian Work Apparel</b>  |
|  | 402-1      | Civilian Work Apparel: Polos, t-shirts, oxford shirts, cargo and work pants, etc.                         |
|  | <b>403</b> | <b>Accessories, Specialties and Customization</b>   |
|  | 403-4      | Uniform Accessories: Ties, ascots, hats, caps, gloves, safety vests, etc.                                 |
|  | 403-5      | Outerwear, Rainwear, etc.   |
|  | 403-6      | Custom Motor Breeches   |
|  | 403-7      | Bike Shorts, Pants  |
|  | 403-8      | Badges, Pins, CABs, Insignia, etc.  |
|  | 403-9      | Emblems, Embroidery   |
|  | 403-10     | Alterations   |
| <b>500 LAW ENFORCEMENT EQUIPMENT AND SUPPLIES</b>        |            |   |
|  | <b>501</b> | <b>Officer Equipment</b>  |
|  | 501-1      | Duty Gear: Leather basketweave and hi-gloss, nylon web  |
|  | 501-2      | Body Armor, Ballistic Vests, Riot Gear  |

**PROCUREMENT CATEGORY CODES (PCC)**

|               |               |               |
|---------------|---------------|---------------|
| <b>Tier 1</b> | <b>Tier 2</b> | <b>Tier 3</b> |
|---------------|---------------|---------------|

**500 LAW ENFORCEMENT EQUIPMENT AND SUPPLIES (continued)**

**501 Officer Equipment (continued)**

|        |   |
|--------|---|
| 501-3  | Personal Protective Equipment (PPE): Hazmat Suits, respirators, etc.                      |
| 501-4  | Patrol Gear: Flashlights, batons, OC spray, PFDs, throw ropes, handcuffs, leg irons, etc. |
| 501-5  | Traffic Control Gear: Flares, fuses, stop sticks, barricades, cones, etc.                 |
| 501-6  | Guns and Accessories  |
| 501-7  | Ammunition, Simunition, Explosives, Grenades  |
| 501-8  | Tasers (Less Lethal)  |
| 501-9  | AEDs, CPR Resuscitators and First Aid Supplies  |
| 501-10 | Scopes, Binoculars, Night Vision Instruments  |
| 501-11 | Communication Helmets   |
| 501-12 | MREs  |
| 501-13 | Light Bars, Sirens  |
|        | Duty Gear – <i>See 400 Uniforms</i>   |
|        | Radar Detectors, Digital Cameras – <i>See 101-7 Radar Detectors and 210 Photo Shop</i>    |

**502 Investigative, Forensic, Crime Scene and Evidence Supplies**

|        |  |
|--------|--|
| 502-1  | Fingerprinting Supplies  |
| 502-2  | Drug Test Kits, Specimen Collection Kits   |
| 502-3  | Gloves – Latex, Nitrile, Vinyl   |
| 502-4  | Barrier Tape, Cones, Markers   |
| 502-5  | Crime Scene Scanners and Recorders   |
| 502-6  | Evidence Supplies: Storage bags, boxes, containers, labels                                 |
| 502-7  | Evidence Handling and Storage Equipment: Coolers, freezers, dry storage, dehydrators, etc. |
| 502-8  | Forensic Analysis Equipment  |
| 502-9  | Forensic Supplies  |
| 502-10 | DNA Testing and Reporting  |
| 502-11 | Crime Scene and Bio-Hazard Remediation   |
|        | Digital Cameras, SD Cards – <i>See 210 Photo Shop</i>                                      |

**503 Motors (Motorcycle)**

|       |  |
|-------|--|
| 503-1 | Motorcycle Helmets and Accessories   |
| 503-2 | Motorcycle Boots   |
|       | <i>See 801-3 Motorcycle Sales and 802-8 Motorcycle Repair, Service and Parts</i> |
|       | Custom Motor Breeches – <i>See 403-6 Custom Motor Breeches</i>                   |

**504 Bike Patrol**

|     |   |
|-----|---|
| 504 | Bicycle and Biking Accessories (Includes Helmets)   |
|     | Bike Clothing – <i>See 403-7 Bike Shorts, Pants</i> |

**505 Bomb Squad**

|       |   |
|-------|---|
| 505-1 | Bomb Detection and Neutralization Equipment |
| 505-2 | Bomb Suits                                  |
| 505-3 | Training Supplies                           |

**506 Aviation**

|       |  |
|-------|--|
| 506-1 | Avionics Equipment   |
| 506-2 | Avionics Repair and Maintenance                              |
| 506-3 | Cleanroom (Maintenance Bay) Supplies: Dust-Free, Static-Free |
| 506-4 | Helicopter Maintenance and Repair                            |
| 506-5 | Airplane Maintenance and Repair                              |
| 506-6 | Flight Suits and Communication Helmets                       |
| 506-7 | Hangar and Aircraft Storage-Related Equipment                |
| 506-8 | FAA Flight Testing and Certification                         |
|       | Aviation Fuel – <i>See 902-3 Aviation, Tanker</i>            |

| PROCUREMENT CATEGORY CODES (PCC) |   |  |
|----------------------------------|---|--|
| Tier 1                           | Tier 2  | Tier 3   |
|                                  | <b>507</b>  | <b>Marine Unit</b>   |
|                                  | 507-1   | Marine Craft – Sales   |
|                                  | 507-2   | Marine Craft Hull Repair and Maintenance   |
|                                  | 507-3   | Marine Engine Outboard Sales, Repair and Maintenance   |
|                                  | 507-4   | Marine Craft Accessories   |
|                                  | 507-5   | Boat and Dock Equipment and Supplies   |
|                                  | 507-6   | Docks and Pilings: Construction, repair and maintenance  |
|                                  |   | Marine Fuel – <i>See 902-6 Marine Fuel</i>   |
|                                  | <b>508</b>  | <b>Dive Team</b>   |
|                                  | 508-1   | Gear and Equipment: Dive suits, SCUBA gear, etc.   |
|                                  | 508-2   | Underwater Ops Equipment   |
|                                  | <b>509</b>  | <b>K-9</b>   |
|                                  | 509-1   | Police Dogs  |
|                                  | 509-2   | K-9 Gear and Training Equipment  |
|                                  | 509-3   | Vehicle Kennels  |
|                                  | 509-4   | Dog Food   |
|                                  | 509-5   | Veterinary Care  |
|                                  | <b>510</b>  | <b>Law Enforcement Training</b>  |
|                                  | 510-1   | Law Enforcement Training: Instructors, classroom   |
|                                  | 510-2   | On-Line Training – All   |
|                                  | 510-3   | Simulators, Virtual Training or Experience   |
|                                  | 510-4   | Fitness Equipment and Equipment Maintenance  |
|                                  | 510-5   | Firearms Training Equipment: Range equipment, targets, etc.                                    |
|                                  | <b>511</b>  | <b>Child Safety Equipment</b>  |
|                                  | 511-1   | Car Seats  |
|                                  | 511-2   | Playpens   |
|                                  | 511-3   | Bunk Beds  |
|                                  | 511-4   | Air Mattresses   |
| <b>600</b>                       | <b>MEDICAL, MENTAL HEALTH AND SOCIAL SERVICES</b> |  |
|                                  | <b>601</b>  | <b>Social and Mental Health Services</b>   |
|                                  | 601-1   | Psychological/Psychiatric Testing and Evaluation   |
|                                  | 601-2   | Mental Health Counseling   |
|                                  | 601-3   | Addiction Rehabilitation Programs  |
|                                  | 601-4   | Residential Facilities, Halfway Houses   |
|                                  | 601-5   | Social Services – Families and Children at Risk  |
|                                  |   | Background Checks, Polygraphs, Language Interpreters – <i>See 206 Legal Services</i>           |
|                                  | <b>602</b>  | <b>Medical Services, Supplies, Equipment and Pharmaceuticals</b>                               |
|                                  | 602-1   | Physician Services   |
|                                  | 602-2   | Lab Services   |
|                                  | 602-3   | Pharmaceuticals  |
|                                  | 602-4   | Medical Supplies and Clinic Equipment  |
|                                  | 602-5   | Medical Diagnostic Equipment: Sales, repair, certification, calibration, etc.                  |
| <b>700</b>                       | <b>RADIO COMMUNICATION</b>                        |  |
|                                  | <b>701</b>  | <b>Public Safety Radio Systems</b>   |
|                                  | 701-1   | Public Safety Radio Systems 700/800 MHz (P25) Equipment and Supplies                           |
|                                  | 701-2   | Two-Way Radio (P25) Equipment, Services, Repair and Calibration                                |
|                                  | 701-3   | Radio Testing Equipment Calibration  |
|                                  | <b>702</b>  | <b>Tower and Antenna Systems</b>   |
|                                  | 702-1   | Towers and Antenna Site Management: Climbing, rigging, inspection, repair, certification, etc. |

**PROCUREMENT CATEGORY CODES (PCC)**

|               |               |               |
|---------------|---------------|---------------|
| <b>Tier 1</b> | <b>Tier 2</b> | <b>Tier 3</b> |
|---------------|---------------|---------------|

**800 AUTOMOTIVE**

**801 Vehicle Purchases**

|       |  |
|-------|--|
| 801-1 | Dealers – Cars, Vans and Trucks<br>(Most Vehicle Purchases are made in accordance with the Florida Sheriff's Association (FSA) contract. <i>Dealers interested in doing repair work should select Automotive Repair.</i> ) |
| 801-2 | Specialty/Custom Vehicles: Mobile command centers, transport buses, bomb trucks, etc.  |
| 801-3 | Motorcycle Sales   |
| 801-4 | Off Road Vehicles, ATVs, Utility Vehicles, Golf Carts, etc.  |
| 801-5 | Trailer Sales and Repair   |
| 801-6 | Used Vehicles  |
| 801-7 | Vehicle and Equipment Auction Services – Sale of vehicles  |

**802 Automotive Repair**

|        |   |
|--------|---|
| 802-1  | Automotive Engine Repair Parts  |
| 802-2  | Tires   |
| 802-3  | Batteries   |
| 802-4  | Fluids and Lubricants: Bulk oil, transmission fluid, grease, etc.   |
| 802-5  | Repair of Engines   |
| 802-6  | Repair of Transmissions   |
| 802-7  | Repair – Paint and Body   |
| 802-8  | Motorcycle Repair, Service and Parts  |
| 802-9  | Towing: <i>Tow companies must be licensed by the County and apply to contract with the HCSO for a spot on rotational call list; limited by area</i> |
| 802-10 | Shop Supplies   |
| 802-11 | Window Tint   |
| 802-12 | Alarm Systems: Theft, K-9 Safety  |

**900 FUEL AND FUEL-RELATED EQUIPMENT**

**901 Fuel-Related Equipment – Storage, Dispensing**

|       |  |
|-------|--|
| 901-1 | Tanks (Above/Below Ground) – Install, Inspect, and Repair                              |
| 901-2 | Fuel Pumps – Equipment, Services and Repair  |
| 901-3 | Fuel Management Systems – Electronic Distribution, Control and Tank Monitoring Systems |

**902 Fuel Types**

|         |                            |
|---------|----------------------------|
| 902-1   | Gas – Tanker               |
| 902-2   | Off Road Diesel – Tanker   |
| 902-3   | Aviation – Tanker          |
| 902-4   | Propane Gas                |
| 902-5   | Natural Gas Transportation |
| ★ 902-6 | Marine Fuel                |

**1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION**

**1001 Engineering**

|        |                        |
|--------|------------------------|
| 1001-1 | Architectural          |
| 1001-2 | Civil                  |
| 1001-3 | Mechanical             |
| 1001-4 | Electrical             |
| 1001-5 | Surveyors              |
| 1001-6 | Blueprint Reproduction |

**1002 General Contractors**

|      |  |
|------|--|
| 1002 | General Contractor ( <i>Licensed in the State of Florida</i> ) |
|------|--|

**1003 Builders' Supplies**

|      |                               |
|------|-------------------------------|
| 1003 | Commercial Builders' Supplies |
|------|-------------------------------|

| PROCUREMENT CATEGORY CODES (PCC)                                     |             |   |
|--|-------------|---|
| Tier 1   | Tier 2      | Tier 3  |
| <b>1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION (continued)</b> |             |   |
|  | <b>1004</b> | <b>Trade Contractors and Service Providers – Replace and Repair</b>                           |
|  | 1004-1      | Roofing   |
|  | 1004-2      | Heating, Ventilation, Air Conditioning (HVAC)   |
|  | 1004-3      | Electrical (not Electronic)   |
|  | 1004-4      | Plumbing  |
|  | 1004-5      | Carpentry   |
|  | 1004-6      | Masonry   |
|  | 1004-7      | Painting  |
|  | 1004-8      | Flooring Installation: Carpet, ceramic tile, VCT, vinyl, etc.                                 |
|  | 1004-9      | Industrial Flooring and Installation: Composites and epoxies                                  |
|  | 1004-10     | Asphalt, Concrete and Paving  |
|  | 1004-11     | Parking Lot Striping  |
|  | 1004-12     | Earth Moving, Dirt Hauling, Grading   |
|  | 1004-13     | Pre-Fabricated Structures, Modular Units  |
|  | 1004-14     | Grounds Maintenance and Landscape Services  |
|  | 1004-15     | Tree Trimming and Removal   |
|  | 1004-16     | Pressure Washing  |
|  | 1004-17     | Pest Control Services   |
|  | 1004-18     | Water Treatment Services and Supplies   |
|  | 1004-19     | Signs: Fabrication and installation, interior/exterior, metal, acrylic                        |
|  | 1004-20     | Metal Works and Fabrication   |
|  | 1004-21     | Roll-Up Overhead Doors: Replace and repair  |
|  | 1004-22     | Doors and Windows: New, repair, replace, hardware, etc.                                       |
|  | 1004-23     | Glass Cutting   |
|  | <b>1005</b> | <b>Materials, Supplies and Equipment</b>  |
|  | 1005-1      | Complete MRO Supplies   |
|  | 1005-2      | HVAC Supplies   |
|  | 1005-3      | Electrical Supplies   |
|  | 1005-4      | Plumbing, Pipe and Pump Supplies  |
|  | 1005-5      | Paint, Coatings and Paint Supplies  |
|  | 1005-6      | Room Divider Panels   |
|  | 1005-7      | Window Treatments, Blinds, etc.   |
|  | 1005-8      | Floor Coverings: Tile, carpet, laminate, VCT, etc.  |
|  | 1005-9      | Lumber  |
|  | 1005-10     | Concrete Pumping  |
|  | 1005-11     | Masonry Materials and Supplies, Mortar, Cement, Concrete Mix                                  |
|  | 1005-12     | Asphalt   |
|  | 1005-13     | Grounds Maintenance Equipment (Mowers, Tractors) Parts and Repair                             |
|  | 1005-14     | Landscape Supplies: Plants, mulch, stone, gravel, etc.  |
|  | 1005-15     | Rental Equipment: Lifts, cranes, backhoes, etc.   |
|  | 1005-16     | Rental – Temporary Storage, Job Site Offices  |
|  | 1005-17     | Rental – Sanitary Facilities  |
|  | 1005-18     | Fencing   |
|  | 1005-19     | Flags, Flagpoles, Flag Holders  |
|  | 1005-20     | Lighting: Fixtures and supplies   |
|  | 1005-21     | Hardware: Nuts, bolts, nails, brackets, hooks, etc.   |
|  | 1005-22     | Welding Equipment and Supplies (Includes Gases)   |
|  | 1005-23     | Hand and Power Tools  |
|  | 1005-24     | Safety Equipment: Crew, job site and personal   |
|  | 1005-25     | Building Accessories and Equipment: Outdoor furniture, door mats, trash cans, ash trays, etc. |
|  | 1005-26     | Fire Protection Equipment and Supplies  |
|  | 1005-27     | Lockers, Storage Cabinets   |

**PROCUREMENT CATEGORY CODES (PCC)**

|               |               |               |
|---------------|---------------|---------------|
| <b>Tier 1</b> | <b>Tier 2</b> | <b>Tier 3</b> |
|---------------|---------------|---------------|

**1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION (continued)**

|             |   |
|-------------|---|
| <b>1006</b> | <b>Janitorial Supplies and Services</b>   |
| 1006-1      | Janitorial Chemicals, Industrial Bulk   |
| 1006-2      | Janitorial Supplies and Equipment   |
| 1006-3      | Industrial Janitorial Equipment: Vacuums, floor buffers, etc.                             |
| 1006-4      | Commercial Paper Goods: Toilet paper, paper towels, etc.                                  |
| 1006-5      | Janitorial Services: Office cleaning, window cleaning, carpet cleaning, etc.              |
| <b>1007</b> | <b>Elevators</b>  |
| 1007        | Inspection, Maintenance and Repair  |
| <b>1008</b> | <b>Power Plant/Boilers and Chillers/ Industrial Generators</b>                            |
| 1008-1      | Power Generators  |
| 1008-2      | Generator Installation, Maintenance and Repair  |
| 1008-3      | Boiler Equipment  |
| 1008-4      | Boiler Installation, Maintenance and Repair   |
| <b>1009</b> | <b>Warehouse Equipment, Supplies and Safety</b>   |
| 1009-1      | Fork Lifts and Pallet Jacks, Sales and Repair   |
| 1009-2      | Racks, Bins, Storage Systems, Cabinets, Carts, etc.                                       |
| 1009-3      | Supplies: Shrink wrap, labels, tags, etc.   |
| 1009-4      | Bar Coding Equipment and Supplies   |
| 1009-5      | Safety Equipment: Back braces, eye wash stations, etc.                                    |
| 1009-6      | Liquidation Services: Auction, sale, destruction, disposition (obsolete or surplus items) |
| <b>1010</b> | <b>Utilities</b>  |
| 1010-1      | Electric  |
| 1010-2      | Cable/Internet Services   |
| 1010-3      | Gas, Natural  |
| 1010-4      | Natural Gas Transportation  |
| <b>1011</b> | <b>Waste Services and Recycling</b>   |
| 1011-1      | Dumpsters, Compactors, Roll-Offs, etc.  |
| 1011-2      | Recycling – Used Lamps, Electronics   |
| 1011-3      | Sharps and Biohazardous Waste Containment and Disposal                                    |
| 1011-4      | Hazardous Waste: Cleanup, transportation and disposal (e.g. Meth Lab)                     |
| 1011-5      | Scrap Metal Sales   |