

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING SECTION
PRE-PROPOSAL CONFERENCES #1 and #2
RFP NO. 3-20 Courthouse Security July 21, 2020 9:00 AM**

Meeting Minutes – RFP 3-20 Courthouse Security

Date of Meeting: 7/21/20

Minutes Prepared By: M. Then

1. Purpose of Meeting

- a. Review proposal process & specifications with potential proposers.
- b. Allow potential proposers to inspect the sites.

2. Attendance at Meeting

See attached sign in sheet.

Attendance at both conferences was mandatory.

3. Meeting Notes, Decisions, Issues

Meeting was attended by Hillsborough County Sheriff's Office (HCSO) Purchasing personnel Senior Procurement Analyst, Dave Janney and Office Assistant III, Marianne Then. Additional HCSO attendees included Colonel Moore, Major Adee, Major Farrier, Captain Raburn and Master Sergeant Bell. Personnel from the following companies also attended: First Coast Security Services Inc., DSI Security Services, Weiser Security Services Inc., Giddens Security Corporation, Kent Security Services Inc., A Bales Security Inc., G4S Secure Solutions (USA) Inc., Allied Universal Security Services, Rat Pack Worldwide Security and Consultant Inc., TriCorps Security, Professional Security Consultants, Excelsior Defense, and Swift Security Inc. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting proposals is **August 11, 2020 at 3:00 pm**. Anything received after 3:00 pm cannot be considered.
- b. Proposals are to be delivered to the Sheriff's Operations Center located at 2008 East 8th Avenue Tampa, Florida 33605. If hand delivering to the Access Control Center, leave time for traffic and emergencies. Expedite mailing if necessary.
- c. Due to COVID-19 safety requirements, the Proposal Opening will not be open to the public. The Proposal Opening will be recorded and posted on the HCSO public website. Award will be dependent upon the determination that the Proposal is responsive, the Proposer is responsible and evaluation criteria as identified within RFP 3-20.
- d. Deadline for questions will be **Tuesday 7/28/20**. All questions should be directed in writing via email to the Senior Procurement Analyst at: purchasing@hcsotampa.fl.us.
- e. Official communications (e.g. amendments, Q & A etc.) will be via the HCSO website postings. However, the Senior Procurement Analyst will also email those on the Pre-Proposal Conference attendance log as a courtesy.
- f. Pre-Proposal Conference #1 was held at the Edgecomb County Courthouse in the second floor Jury Auditorium.
- g. A tour of the five (5) facilities identified as the Courthouse Complex was completed. All locations were offered to be toured inside. No attendees requested this option.
- h. A tour of the Joe Chillura Courthouse Square City Park (part of the County Center Complex) was completed.
- i. Secure and unsecured access locations were discussed, items of note included the following:
 - o County Center building at 601 East Kennedy Boulevard does not have a secured access point.
 - o Clerk/State Attorney's Offices at 419 Pierce Street requires screening only up to offices.

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- Clerk/Public Defender's Offices at 700 East Twiggs Street requires full time controlled access with weekend and after hours security.
- Clerk/Public Defender's Offices at 700 East Twiggs Street has a first floor office and squad room for awarded Proposer use.
- j. Two of the buildings in the Courthouse Complex will use the Contractor as primary security, others have more support.
- k. County Center Complex staffing temporarily includes temperature and mask check.
- l. The HCSO was asked to provide turnover rates of current officers; however, this information can only be provided by the incumbent.
- m. The Sheriff's Office does not provide parking or a parking allotment for the officers at either the Courthouse or County Center Complex.
- n. Pre-Proposal Conference #2 was held immediately following Pre-Proposal Conference #1 at the Juvenile Assessment Center in the Entry Lobby.
- o. A second roll-call for attendance was performed.
- p. It was discussed that all positions will require a minimum of 16 hours training per RFP 3-20, Part C, paragraph 6 TRAINING AND POST ORDERS. It was identified that in addition, JAC personnel also require PAR training that is not provided by HCSO in addition to the 16 hours of required training.
- q. Motorized vehicles are in use. The Contractor may utilize their own motorized vehicles if desired but these will not be provided by the HCSO.
- r. The HCSO offered to also tour the Plant City Courthouse. No attendees requested this option.
- s. It was confirmed that equipment, specifically radios, being supplied by the HCSO for Contractor usage are identified in RFP 3-20, Part C, paragraph 8 EQUIPMENT, UNIFORMS AND FACILITIES.
- t. JAC medical screening procedures were discussed. During entry screening, security personnel will ask general medical questions such as "Are you sick or injured?". The determination to medically accept or deny a juvenile is made by Agency for Community Treatment Services (ACTS).

4. Action Items
