

CHAD CHRONISTER, SHERIFF
Hillsborough County
Tampa, Florida

**INTER-OFFICE
 MEMORANDUM**

DATE: March 30, 2023
TO: William Spinelli, CPA
 Chief Financial Officer
FROM: Michael Wheeler, Warehouse Buyer *MCW*
 Supply Distribution Bureau
RE: Bid 2023-011 Inmate Body Wash Amendment # 1

MESSAGE:

Please consider approval of this Amendment submitted for Bid 2023-011, Inmate Body Wash. The amendment reflects a specification change identified by the Program Manager and subsequent date changes. The following changes are to be included in the referenced section(s):

1. Page 3, PROPOSED SCHEDULE OF EVENTS – Changed dates as follows:
 “Deadline To Submit Questions To Purchasing” to “May 1, 2023”; “Deadline To Submit Bid” to “May 5, 2023 @ 3:00”; “Award Notification Target Date” to “May 15, 2023”.
2. Page 4, OPENING DATE & TIME – Changed date to “May 5, 2023 @ 3:00 PM”.
3. Page 17, Para. 2 SPECIFICATIONS AND SCOPE OF WORK – Changed as follows:
 “Clear liquid, Non-scented, supplied to HCSO in a 15-gallon drum.”; “April 7, 2023” to “May 5, 2023”.
4. Page 25, PACKAGING LABEL – Changed date to “May 5, 2023 @ 3:00 PM EDT”.
5. Appendix II, Pricing Matrix has been updated and replaced in its entirety as enclosed.

Thank you for your consideration.

APPROVED	DISAPPROVED	ACK	DATE	NAME	ABN	TITLE
[X]	[]	[]	3/30/23	<i>[Signature]</i>	260091 33374	SBM <i>A/SPM</i>
[X]	[]	[]	4-5-23	<i>[Signature]</i>	261615	ABM
[X]	[]	[]	4-5-23	<i>[Signature]</i>	263891	CFO



April 5, 2023

SUBJECT: Amendment No. 1 to Bid 2023-011 *Inmate Body Wash*

MESSAGE: Please note and acknowledge the following changes or additions to be included in the referenced section(s) of ITB 2023-011:

1. Page 3, PROPOSED SCHEDULE OF EVENTS – Changed dates as follows:
“Deadline To Submit Questions To Purchasing” to “May 1, 2023”; “Deadline To Submit Bid” to “May 5, 2023 @ 3:00”; “Award Notification Target Date” to “May 15, 2023”.
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4. Page 25, PACKAGING LABEL – Changed date to “May 5, 2023 @ 3:00 PM EDT”.
5. Appendix II, Pricing Matrix has been updated and replaced in its entirety as enclosed.

Please complete the acknowledgement of this notice on last page of this document and return to the Buyer by email at purchasing@hcsso.tampa.fl.us or fax at 813-242-1826.

Sincerely,

William V. Spinelli, CPA
Chief Financial Officer

WVP/mcw

Enclosure



CHAD CHRONISTER, SHERIFF

ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in
the Amendment #1 to Bid 2023-011 Inmate Body Wash

PLEASE PRINT: Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgment must be included with your Submission)

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Appendix II – Pricing Matrix	Attached

PROPOSED SCHEDULE OF EVENTS	DATE
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITES	March 19, 2023
DEADLINE TO SUBMIT QUESTIONS TO PURCHASING	May 1, 2023
DEADLINE TO SUBMIT BID	May 5, 2023 @ 3:00
AWARD NOTIFICATION TARGET DATE	May 15, 2023

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

SUBJECT: INVITATION TO BID 2023-011

BID TITLE: Inmate Body Wash

OPENING DATE & TIME: May 5, 2023 @ 3:00

PLACE: Hillsborough County Sheriff's Office
Sheriff's Operation Center
Financial Services Division - Purchasing Section
2008 E. 8th Avenue
Tampa, FL 33605
Recorded – No Attendees Present

The Bid opening will *not* be open to the public. Bids will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated. A video recording of the Bid opening will then be posted to the HCSO website <https://TeamHCSO.com>.

BID OVERVIEW: The purpose of this Invitation to Bid 2023-011 is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida as Sheriff, to secure a supplier for the procurement of Inmate Body Wash.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART C - SPECIFICATIONS

1. IN GENERAL: The purpose of this Invitation to Bid 2023-011 is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a vendor for the procurement of Inmate Body Wash. These items are currently in use and are governed by Standard Operating Procedures (SOP) set forth by the HCSO.
2. SPECIFICATIONS AND SCOPE OF WORK: The requirements of this Bid include furnishing and delivering Inmate Body Wash. The items specified herein shall be purchased on an as-needed basis and consist of:

Clear liquid, Non-scented, supplied to HCSO in a 15-gallon drum.

Two (2) one (1) gallon samples are required for testing and evaluation by detention safety compliance prior to the award. Samples shall be individually labeled with the Supplier's name and item number and sent separately from the Bid Package and arrive to the below-listed location prior to May 5, 2023:

Hillsborough County Sheriff's Office
Supply Distribution Bureau
1201 Orient Road, Warehouse
Tampa, Florida 33619

3. ESTIMATED QUANTITIES: Estimated quantities, if provided, are furnished as a guide for preparing the Bid Response (PART D) and should not be construed as representing actual quantities to be purchased under this Bid.

PACKAGING LABEL

Below is an example LABEL which is required on the OUTSIDE of your Sealed Submittal Package. Please 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
	BID PACKAGE SUBMITTAL
	From:

	BID # 2023-011
	Inmate Body Wash
OPENING DATE/TIME: May 5, 2023 @ 3:00 PM EDT	
URGENT	

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
 INVITATION TO BID 2023-011 INMATE BODY WASH
 APPENDIX II - PRICING MATRIX**

Once completed, a hard copy version of this form must be printed and submitted as part of the Response.

Item #	Description:	Delivery ARO (# of days)	Quantity		Unit of Measure	Net Unit Price	EXTENDED Net Price per each
			Min. Order (in each)	Units per each			
00461	Inmate Body Wash Clear liquid, Non-scented				Drum	\$ - drum	\$ - per drum

Enter information in GREEN SHADED cells only.