

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



**Request for Proposal No. 14 - 15
Air Conditioning Systems Replacement
District Offices III and IV**

April 21, 2015

Office of the Comptroller
2008 E. 8th Avenue
Tampa, FL 33605



Janice Wilder, Buyer
813-247-8029
jwilder@hcsso.tampa.fl.us

David Gee, Sheriff

HILLSBOROUGH COUNTY

INSTRUCTIONS TO PROPOSERS

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

When awarded, the Proposal package becomes the "**Contract Document**". The Proposer's signature on the Proposal constitutes Proposer's agreement to the terms therein. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

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

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	PROPOSED SCHEDULE OF EVENTS	DATE
1	RFP ADVERTISED AND POSTED TO HCSO WEBSITE	April 24, 2015
2	SUBMIT LETTER OF INTENT	Prior to Pre-Bid
3	PRE-PROPOSAL CONFERENCE AND FACILITY TOUR	May 8, 2015
5	DEADLINE TO SUBMIT PROPOSAL	May 22, 2015
6	AWARD NOTIFICATION TARGET DATE	June 5, 2015

HILLSBOROUGH COUNTY SHERIFF'S OFFICE (HCSO)
2008 E 8th Avenue
Tampa, Florida 33605

VENDOR NAME: _____

SUBJECT: Request for Proposal Number 14-15

Proposal Title: Air Conditioning Systems Replacement, District Offices III and IV

OPENING: DATE and TIME: May 22, 2015 3:00 PM EDT

PLACE: Malcolm E. Beard Sheriff's Operations Center
2008 E. 8th Avenue
Tampa, Florida 33605

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

MANDATORY PRE-PROPOSAL CONFERENCE: May 8, 2015 10:00 AM EDT

PLACE: HCSO District III Office
7202 Gunn Highway
Tampa, Florida 33625

PART A - GENERAL TERMS AND PROVISIONS:

1. **Proposals:** Must be contained in a SEALED envelope addressed to: David Gee, Sheriff, 2008 E 8th Avenue Room #125, Tampa, Florida 33605. To prevent inadvertent opening, the Proposal must be marked as a PROPOSAL DOCUMENT (including the Proposal number) on the outside of the envelope.

If our specifications, when included in our Request for Proposal, are not returned with your Proposal Package, and no specific reference is made to them in your Proposal, 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 Proposal contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Proposal response.

The responsibility for getting the Proposal Package to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Proposer. 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 Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such Proposals shall be returned to the Proposer unopened with the notation "This Proposal Was Received after the Time Designated for the Receipt and Opening of Proposals".

2. **On-Line Documents:** The HCSO is publishing documents on its web page <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 Proposal.
3. All questions regarding this Proposal shall be submitted in writing to the Buyer, Janice Wilder, jwilder@hcso.tampa.fl.us. Submitted questions will be answered and posted publically on the HCSO web page <http://www.hcso.tampa.fl.us> under the Purchasing tab by clicking on the appropriate year and Proposal number.
4. **Time for Consideration:** Proposer warrants by virtue of Proposal, the prices quoted in his Proposal will be good for an evaluation period of sixty calendar days from the date of Proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their Proposals after the opening time and date.

5. Prices: All Proposals submitted must show the net Proposal price after any and all discounts allowable have been deducted. Prices offered 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 awarded Contractor.

The Proposer's attention is directed to the fact that the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this Proposal matter and that all applicable taxes and fees shall be deemed to have been included in the Proposer's Proposal as part of his materials cost, when applicable.

6. Condition of Materials and Packaging: It is understood and agreed that any item offered or shipped on this Proposal 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.
7. Claims: The Contractor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
8. When to Make Delivery: Deliveries resulting from this Proposal are to be made during the normal working hours of the HCSO. It is the Proposer's responsibility to obtain this information.
9. 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 Proposers.
10. Information and Descriptive Literature: Proposer must furnish all information requested in the Proposal. If specified, each Proposer must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous Proposal will not satisfy this provision. Proposals that do not comply with these requirements will be subject to rejection.
11. Proposal Submittal Costs: Submittal of a Proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost accrued to the Proposer in coming up with the Proposal Submittal.
12. Proposal Obligation and Disposition: The contents of the Proposal and any clarifications thereto submitted by the Proposer shall upon Award become part of the contractual obligation and incorporated by reference into the ensuing contracts. All Proposals become the property of the HCSO and will not be returned to the Proposer.
13. No Proposal: If the receipt of this request for Proposal is not acknowledged, Proposer's name may be removed from the HCSO Vendor mailing list.
14. Compliance with Occupational Safety and Health Act: Proposer certifies that all material, equipment, etc., contained in this Proposal meets all O.S.H.A. requirements.
15. Familiarity with Laws: The Proposer 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 Proposer will in no way relieve the Proposer of responsibility.
16. Laws, Statutes and Ordinances: The terms and conditions of the Request for Proposal and the resulting contract or activities based upon the Request for Proposal shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this Request for Proposal and to the resulting contract.
17. Public Entity Crimes: Pursuant to Florida Statute's §287.132 Fla. Stat. and §287.133 Fla. Stat., effective July 1, 1989, 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, F.S., for Category Two (currently \$35,000) with

any person or affiliate on the convicted vendor list for a period of 36 months from the date that 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 and §287.133 Fla. Stat. does not restrict your submission.

- 18. Public Records: Any material submitted in response to this Request for Proposal will become a public document pursuant to §119.07 Fla. Stat. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07 Fla.Stat. The awarded Proposer agrees to comply with §119.0701 Fla.Stat. regarding maintenance and provisions of access to all public records generated by this contract with the HCSO.

The HCSO requires that, at the conclusion of the selected process, the contents of all Proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Florida Statute and Hillsborough County procurement regulations.

- 19. Acceptance and Rejection: The HCSO reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, in any Proposal, and to accept the Proposal or Proposals which in the judgment of the HCSO is in the best interest of Hillsborough County. HCSO reserves the right to evaluate, add and/or reject any items from any Proposal options or resulting contract(s) when deemed to be in the best interest of HCSO.

- 20. Disputes: Any prospective Proposer who disputes the reasonableness or appropriateness of the notice of award, on notice of rejection, for any or all Proposals will submit a notice of protest in writing within 72 hours (excluding official holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail.

The Purchasing Section will have five working days upon receipt of this notice to meet and consider the dispute as written. At that time additional information and/or meeting from the Proposer may be requested to gain further clarification of the issues. Upon completion of this review process the Purchasing Section will make a recommendation to the Comptroller.

After review of the Purchasing Section recommendation and the dispute notice, the Comptroller may concur with the recommendation or arrive at a separate decision. The decision of the Comptroller will be communicated to the vendor in writing. This decision and the basis upon which it was made will be communicated within 5 working days following the receipt of the recommendation from the Purchasing Section. A single appeal of the Comptroller's decision is available by submitting a notice in writing within 72 hours (excluding official holidays, Saturdays and Sundays) requesting a Management review of the decision.

- 21. Specifications are attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

Signature on File

By _____
Christina R. Porter, CPA
Comptroller

- 22. General Terms and Provisions outlined above are acknowledged. Our Proposal is attached.

Company Name Date

Print Name/Title

SIGNATURE _____

PART B - SPECIAL PROVISIONS1. **IN GENERAL**

The purpose of this contract is to allow the Hillsborough County Sheriff's Office (HCSO) to secure the services of a qualified contractor to provide and replace the existing air conditioning equipment in service at two HCSO facilities identified as District III and District IV. The equipment currently in operation is:

District III - (1) 7.5 Ton Trane Split System and (2) 10 Ton Trane Split Systems.

District IV - (1) 15 Ton Trane Split System and (2) 7.5 Ton Trane Split Systems.

The Contractor shall be responsible for all material and equipment, supplies and labor for the removal of the existing equipment and installation of new equipment and peripheral systems. The Contractor is responsible for obtaining permits and inspections as required and for following all other local building code and EPA regulations.

2. **SCOPE OF WORK**

The work will take place at the following two locations:

District III - 7202 Gunn Highway, Tampa, Florida 33625

District IV - 508 33rd Street S.E., Ruskin, Florida 33570

It will be the Proposer's responsibility to accurately diagnose the air conditioning needs of each building and propose equipment and installation options that offer the best value considering cost and efficiency of operation. The replacement equipment is to be technologically current, high efficiency equipment that meets all Environmental Protection Agency (EPA) regulations and schedules. The existing equipment uses R-22 refrigerant which is no longer EPA approved, therefore all existing refrigerant piping is to be replaced with appropriate piping for new refrigerant. The Proposer is responsible for recovering used refrigerant as required by law.

The Proposer must inspect existing duct work and electrical service to determine adequacy of support for the new system. A full explanation of the replacement of any existing duct work or electrical should be included in the narrative of your response.

Care should be taken to plan and maintain work area material and equipment staging and management to insure security and minimized interference with these twenty four hour, seven day a week facility operations.

Proposers will be asked to respond with pricing for each facility if awarded separately, or combined if both locations are awarded to a single Proposer. For further details refer to Part C, Technical Specifications.

3. **PROPOSER QUALIFICATIONS**

Proposals shall be considered only from those firms or individuals who can clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the Request for Proposal. Proposers must be able to demonstrate adequate organization, financial backing, equipment and personnel to ensure timely and satisfactory completion of the project. In the determination of the evidence of responsibility and ability to perform the work, the Sheriff reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the Proposer. The Sheriff shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a Proposal when evidence indicates the inability to perform the work specified within the RFP.

Proposers 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 Proposers' place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

Proposers shall have engaged in business in the Hillsborough County area for a period of not less than two (2) years, and shall provide references in the Proposal response.

HCSO may require screening of employees and require satisfactory personal references or background checks in order to determine the character of employees.

The attached Supplier Information form and IRS Form W9 must be returned with your Proposal response along with copies of Hillsborough County Business Tax Receipt or other local government license to do business. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

4. MANDATORY PRE-PROPOSAL CONFERENCE

All interested parties are required to attend the mandatory pre-Proposal conference being held at the District III office (see date and location on page 5). At this time the Sheriff's representative(s) will be available to answer questions relative to this Proposal. Any suggested modifications may be presented in writing or discussed with the Sheriff's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Proposal. Attendees will have the opportunity to inspect the site and the current systems. Measurements, notes, photographs, etc. may be taken. Care should be taken to obtain any and all technical information necessary to complete and submit a concise but inclusive proposal. Any materials and/or labor not reflected in the drawings or specifications, required for completion of the work, shall be submitted with the Proposal. Later claims for labor, equipment or materials required, will not be allowed. See paragraph 7 below for information regarding the second work site.

5. 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 Proposals will be returned to any Proposers who did not attend the Mandatory Pre-Proposal Conference and site visits. The person(s) indicated on the Letter of Intent will be those notified of all addenda, amendments and Questions and Answers (Q & A).

6. EXAMINATION OF SITE

Proposers shall visit the sites and familiarize themselves with existing conditions and satisfy themselves as to the nature and scope of the work required. The submission of a Proposal will be construed as evidence that such an examination of both Work sites has been made. To be an eligible participant, a Proposer must attend the mandatory pre-Proposal conference and site visit held at the District III office and schedule and perform examination of the District IV site on their own. District IV site visit appointments must be pre-arranged with the Facilities Maintenance Supervisor, Luis Bermudez, cell phone 813-389-4212, office phone 813-247-0417. Appointments may be scheduled between the hours of 7:00 AM and 2:00 PM Monday through Friday. Mr. Bermudez will accompany Proposers on the site examination and will verify Proposers signature on Site Visit log.

7. BRAND NAMES

The brand name, make and model of equipment currently in use is provided for reference purposes and to establish a standard of quality. Proposers may submit the equipment make and model they believe will offer the best performance value to the HCSO. Manufacturer's specification sheets shall be furnished with your Proposal Package. Reference to the proposed equipment standards of quality, performance levels or other representations as to why this is your equipment of choice for this application may be referenced in your Proposal response narrative.

The evaluation of proposals and the determination as to quality of equipment offered shall be the sole and final responsibility of the HCSO.

8. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Request for Proposal are to be directed, in writing to the Buyer: Janice Wilder, at Purchasing@hcsotampa.fl.us or by fax at 813-242-1826

In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at www.hcsotampa.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 Proposers responsibility to verify they are aware of all postings regarding the RFP.

9. PREPARATION AND SUBMITTAL OF PROPOSALS

All Proposals shall be signed in ink by the authorized principle of the firm. A signature of Acknowledgement to the Part A General Terms and Conditions is required on page seven (7) and a signature of Affirmation and Declaration of Part D Proposal Response is required on page twenty-seven (27). All attachments to the RFP requiring signature acknowledgement by the Proposer (e.g. amendments) are to be returned with the Proposal response.

Proposal responses are to be submitted in a sealed package. The face of the package shall indicate the RFP name, number and time and date of the public opening. (A label is provided within this document for either use or example).

Proposals must be received by the Hillsborough County Sheriff’s Purchasing Section not later than the time and date shown on page five (5). Proposers mailing their Proposals should allow for normal mail time to ensure receipt of their Proposals prior to the time and date fixed for the acceptance of the Proposals. Proposals or unsolicited amendments to Proposals, received by the HCSO after the acceptance date will not be considered and will be returned unopened marked “Received after the deadline for Opening of Proposals”.

Proposers shall submit the required Proposal documents and any additional literature in quadruplicate - one (1) original and three (3) photo copies, each marked appropriately, and one (1) electronic copy in Windows compatible format such as .pdf saved on a USB flash drive or CD. Any proprietary information should be marked as such on the original and photo copies and should be saved to a folder separate from the rest of the proposal in the electronic copy.

10. ACCEPTANCE AND REJECTION

The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, in any Proposal, and to accept the Proposal or Proposals which in the judgment of the Sheriff is in the best interest of the HCSO. The Sheriff reserves the right to select the Proposer that will best meet the needs of the HCSO, and the selection will not necessarily be made solely on cost as the Proposal process utilized is not a competitive bid process. Persons or entities submitting Proposals which do not meet the mandatory requirements will be considered in non-compliance and will be disqualified.

10. EVALUATION OF PROPOSALS

Initially all Proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the Proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in Part D, Proposal Response and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Part D, Proposal Response offers details of the criteria below.

	<u>Points</u>
A. Cost of goods and services	50
B. Project Plan and Approach/Technical Applications	25
C. Company Personnel and Overview	15
D. References	10
	<u>100</u>

An evaluation committee consisting of a minimum of three (3) persons, including the Project Manager will be assigned. The Scope of Work will identify any persons or firms participating in the project (such as a consulting engineer) which might be called upon to support the evaluation committee but who will not be a scoring committee member.

Each committee member will independently read and score all eligible Proposals. Any clarifications requested by a committee member will be presented to the Proposer through the Buyer. When all evaluations are complete, the Buyer will tabulate the results providing a scoring matrix indicating the group's collective ranking of each Proposer. The Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the Sheriff request a Best and Final Offer from the top ranked firms.

11. BEST AND FINAL OFFER

The HCSO reserves the right to request a Best and Final Offer (BAFO) to any or all Proposers. 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 response addresses all the specifications; the cost submitted by all Proposers is too high; the scores of two or more Proposers are very close after the evaluation process; all Proposers submitted 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 Proposers may be solicited, but only those Proposer(s) most likely to be awarded a contract are to be included. The evaluation committee will develop the aspects of the Proposal to be addressed in the BAFO. They may ask for enhancements of core components of the RFP but will maintain the integrity of the original scope of work.

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

The Buyer will be responsible for all communication to and from Proposers regarding the BAFO solicitation. All responses must be returned to the Buyer. Proposers 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 Proposers may continue until a satisfactory contract is successfully negotiated.

12. AWARD

The Buyer will submit the evaluation committee's final recommendation for award to the Division Commander who will review and further recommend through the Chain of Command to the Sheriff who will have the final decision as to the Award. The HCSO reserves the right to select for award the Proposal which in the opinion of the Sheriff, offers the best value and best serves the requirements of the HCSO.

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

Award or No Award notifications will be sent to all Proposers. Proposal results will be available at our web site <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the Proposal results, contact the Purchasing Section at (813) 247-8068.

13. INFORMATION PRIVACY

It is understood and agreed upon by the Proposer in submitting a Proposal 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 Proposals received; competitive technical information; competitive price information; and the HCSO evaluation concerns about competing Proposals. Information releasable after award is subject to the disclosure requirements of the Florida Public Records Act. Proposers are enjoined from discussing or disclosing the content of any Proposal with competing Proposers during the evaluation and negotiation process.

14. CONTRACT DOCUMENT

The contract between HCSO and the successful Proposer who becomes the Contractor shall consist of: (1) the Request for Proposal and any amendments thereto and (2) the Proposal Package submitted in response to the Request for Proposal. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Request for Proposal or the responsive Proposal Package. In all other matters not affected by the written clarification, if any, the Request for Proposal and all amendments thereto shall govern. The Proposer is cautioned that his Proposal shall be subject to acceptance without further clarification.

To the extent that a provision of the contract is contrary to the Constitution or laws of Florida, or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties.

15. PRECEDENCE

The contract documents are complimentary. What is called for by one is as binding as if called for by all. If the Contractor finds a conflict, error, or discrepancy in the contract documents, he will call it to the Buyer's attention in writing before proceeding with the Work. The Buyer will respond with a written clarification based on the Project Manager's response. Any delays associated with the clarification will be considered for time extensions only, but no damages for delay will be allowed.

In resolving such conflicts, errors, and discrepancies, the contract documents shall be given preference in terms of the most stringent requirements as determined by the Project Manager. Enforcement of the most stringent requirements will be at the Sheriff's option. Figure dimensions on the Drawings (when provided) shall govern over scale dimensions, and the detailed Drawings shall govern over general Drawings. Any work that may reasonably be inferred from the Contract Documents as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials, or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards. In case of conflict, the more stringent requirements shall take precedence.

Clarifications and interpretations of the Contract Documents shall be issued by the Buyer. The Contract Documents will be governed by the laws of the State of Florida.

16. ADDITION / DELETION

The HCSO reserves the right to add or delete any items from this Proposal or resulting contract(s) when deemed to be in the best interest of the HCSO. The HCSO also reserves the right to select options from one or more Proposers when in the best interest of HCSO.

17. CONTRACTUAL OBLIGATIONS

The Contractor may not sublet or subcontract any contractual obligations concerning this Proposal matter except as provided for in the written contract between the HCSO and the Contractor. This statement does not prohibit subcontracting of the work but does prohibit subcontracting overall management obligations pertaining to the work and requires the Contractor to retain ultimate liability for all contractual obligations.

18. DEFAULT

The contract may be cancelled or annulled by the HCSO Comptroller in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next best responsive and responsible Proposer, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Contractor to deliver materials or services within the time stipulated in this specification, unless extended in writing by the Office of the Comptroller, shall constitute contract default. Proposers who default on contracts may be removed from the HCSO Vendor mailing list for future contracts at the discretion of the Comptroller.

19. CANCELLATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this specification 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 agreement/contract without cause, all services 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.

20. NEXT BEST PROPOSER

In the event of a default by the Contractor, the HCSO reserves the right to utilize the next best Proposer as the new provider. In the event of this occurrence, the next best Proposer shall be required to provide the Proposal items at the prices as contained on their Proposal for this specification for the remainder of the award period.

21. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- a. Bond Requirements: The HCSO shall, prior to the execution of the Contract, require the Successful Proposer to furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising there under in such form and amount as listed hereunder. Premiums for Bonds shall be paid by the Successful Proposer.

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.

- b. Time of Delivery and Form of Bonds: The Successful Proposer shall deliver the required bonds to the HCSO no later than the date of execution of the Contract.

"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 Successful Proposer 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 his Power of Attorney, indicating monetary limit of such power.

- c. Alternative Forms of Security: In lieu of the bond required by this section, the Successful Proposer 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.
- d. 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.

22. CERTIFICATES OF INSURANCE

- a. The Contractor shall not commence any work in connection with this Contract until he has obtained all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Contractor allow any Sub-Contractor to commence work on his sub-contract until all similar insurance required of the Sub-Contractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- b. Worker's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of his employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the Sub-Contractor similarly to provide Worker's Compensation Insurance for all the Latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide, and cause each Sub-Contractor to provide, adequate insurance satisfactory to the HCSO for the protection of his employees not otherwise protected.
- c. Comprehensive Insurance Coverage: The Contractor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance

and shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by himself or by anyone directly or indirectly employed by himself, and the amounts of such insurance shall be the minimum limits as follows:

- Comprehensive General Liability: \$500,000 bodily injury and property damage combined single limit.
- Automobile: \$500,000 bodily injury and property damage combined single limit.

23. PROJECT MANAGEMENT

The HCSO Project Manager for this job is Arnold Trueba, General Manager Facilities Management Bureau, phone 813-247-8168, Email atrueba@hcsso.tampa.fl.us . All Work accomplished for this project will be scheduled, reviewed and approved by the Project Manager or his designated personnel. Any Consultant contracted by the HCSO and specifically involved in the planning, design or execution of the project will hereinafter be referred to as "Engineer" and is in some cases, as noted, equally qualified to review and approve Work. All work schedules, deliveries, personnel changes etc. will be coordinated with the Site Superintendent to be named at a later date.

24. PRE-QUALIFICATION OF SUB-CONTRACTORS, VENDORS, AND SUPPLIERS

All employees and/or Sub-Contractors of the Contractor which will work in a HCSO Facility or on a Hillsborough County property may be required to have a background clearance by the HCSO prior to beginning work. All employees must comply with Sheriff's written policy and procedures relating to security. The successful Proposer shall be required to provide a work crew list giving all personnel names and changes as they occur.

25. PROCESSING CHANGE ORDERS

Any changes which result in an increase or decrease in the Contract amount must be processed as a Change Order to the Contract. This will include but not be limited to changes in the design requested by the HCSO, or any additions or deletions caused by unforeseen circumstances or requirements by government agencies. Any such changes will not invalidate this Contract. The time for project completion and/or the project cost will be adjusted accordingly. Change orders will be numbered in sequence and dated.

Change Order requests will be submitted in writing and shall include the HCSO or Contractor's detail of the design changes or circumstances surrounding the request and the Contractor's written quote representing an increase, decrease or no change to the Contract Sum. The resulting Change Order Request will be submitted by the Contractor to the Project Manager for approval by the Comptroller.

Any changes in the Contract Sum will be reflected on an amended Purchase Order as approved by the Comptroller in response to the appropriate requisition approved by the Division Commander. A copy of the amended Purchase Order will be provided to the Contractor.

Failure to follow change order instructions will result in the HCSO refusal to pay a change to the Contract Sum.

Requests for estimates for possible changes are not to be considered Change Orders or authorization to proceed with the proposed changes. Requests from the HCSO for quotes regarding new work not included in the original scope will not constitute a Change Order to this contract.

26. CONTRACTOR'S RESPONSIBILITIES

- a. Supervision and Superintendent: The Contractor will supervise and direct the Work efficiently and with his best skill and attention. He will be solely responsible for the means, methods, techniques, sequences, and procedures of construction unless specifically addressed in the Contract Documents. The Contractor will be responsible for seeing that the finished Work complies accurately with the Contract Documents. The Contractor will cooperate with and be responsible for coordination of the Work with other contractors and/or utilities at the site.
- b. The Contractor will keep on the Work Site at all times during its progress a competent, resident Superintendent who shall not be replaced without written notice to the Project Manager, except under extraordinary circumstances. The Superintendent will be the Contractor's representative at the site and shall have authority to act on behalf of the Contractor. The Contractor/Superintendent will at all times maintain

good discipline and order on the site. All communications given to the Superintendent shall be as binding as if given to the Contractor.

- c. Labor, Materials, and Equipment: The Contractor shall pay for all labor, equipment, materials and services required to complete the Work as described in the Contract Document to include but not limited, to building permits, notice of commencements, underground piping permits, electrical, mechanical, plumbing, and other governmental fees, licenses and inspections necessary for the proper completion of the Work. The Contractor will be responsible for any re-inspection costs or fines imposed by Local, State, or Federal agencies.

All materials and equipment will be new and of good quality, except as otherwise provided in the Contract Documents (Part C Technical Specifications). If required by the Buyer, the Contractor will furnish satisfactory evidence as to the kind and quality of materials and equipment. All materials and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, or processors, except as otherwise provided in the Contract Documents.

- d. Patent Fees and Royalties: The Contractor will pay all license fees and royalties and assume all costs incident to the use of any invention, design, process, or device which is the subject of patent rights or copyrights held by others.
- e. Permits: The Contractor will secure and pay for construction permits, licenses, drawings, and will pay all governmental charges and inspections fees which are applicable and necessary for the execution of the Work at the time of his Proposal. In addition but not limited to, the Contractor will be responsible for re-inspections, fines, notice of commencement, underground piping, building, electrical, mechanical and structural permits. The Contractor will also pay all public utility charges. All required building and other permits shall be obtained before beginning construction. Upon completion of the project the Contractor shall request and pay for the Certificate of Completion/Occupancy. Any delays associated with the permitting process will be considered for time extensions only and no damages or additional compensation for delay will be allowed. The Contractor shall be on site during all scheduled permit inspections.
- f. Laws and Regulations: The Contractor will give notices and comply with all laws, ordinances, rules, codes and regulations applicable to the Work. If the Contractor observes that any of the Contract Documents are contradictory to such laws, rules, and regulations, he will notify the HCSO promptly in writing. Any necessary changes will then be adjusted by an appropriate Change Order. If the Contractor performs any Work that it knows or should have known to the contrary of such laws, ordinances, rules, codes, and regulations and without such notice to the HCSO, he will bear all related costs.
- g. Use of Premises: The Contractor will confine his equipment, the storage of materials and equipment, and the operations of his workers to the areas permitted by law, ordinances, permits, or the requirement of the Contract Documents. He shall not unreasonably encumber the premises with materials and equipment. Any loss or damage to the Contractor's or any Sub-Contractor equipment is solely at the risk of the Contractor.

The Contractor shall take care in working near existing areas to protect them from damage. The Contractor shall be responsible for any damage to existing areas and will repair such damage, at his expense, to the HCSO's satisfaction.

The Contractor shall keep the project site and surrounding area free from waste materials and rubbish which results from his work on the project. Removal, hauling and disposal of rubbish and waste materials shall be the responsibility of the Contractor.

The Contractor shall be held responsible for all damages resulting from his, or his subcontractors, errors, omissions or negligence in the performance of the Work of the Contract Documents.

The Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall the Contractor subject any part of the Work or adjacent property to stresses or pressures that will endanger them.

The Contractor shall schedule and perform the Work in such a manner as to result in the least possible disruption to the normal operations of on-site Sheriff's activities. The Contractor and Sub-Contractor shall coordinate his work activities with the Project Manager to maintain the required construction sequence, and schedule.

The Contractor or Sub-Contractors will not have any form of contact with the inmate trustees working on-site. Trustees are identified by wearing blue and orange uniforms. Any incidental contact with the inmate trustees will be reported to the Site Superintendent for HCSO.

- h. Work Safety: The Contractor will be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He will take all necessary precautions for the safety of and will provide necessary protection to prevent damage, injury, or loss to:

All employees on the job site and other persons who may be affected by it;

All materials or equipment to be incorporated, whether in storage on or off the site;

Other property at the site or adjacent to it, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of construction.

Job site safety is the Contractor's responsibility. Appropriate first aid facilities and supplies shall be kept and maintained by the Contractor at the site of the Work. All persons within the site area shall be required to wear protective helmets. In addition, all employees of the Contractor and its Sub-Contractors shall be provided with, and required to use, personal protective and life saving equipment as set forth in Subpart E of the OSHA Standards for Construction (29 CFR 1926).

During the performance of the Work, Contractor shall erect and maintain temporary protective barriers and take all other necessary precautions and place proper guards and warning signs for the prevention of accidents. Contractor shall erect and maintain suitable and sufficient lights and other signals as required.

The Contractor will comply with all applicable laws, ordinances, rules, codes regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. The Contractor will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. The Contractor will notify owner of adjacent property and utilities when execution of Work may affect them prior to start of work. All damage, injury, or loss to any property caused directly or indirectly, in whole or in part by the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable will be remedied by the Contractor.

- i. Emergencies: In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the Contractor, without special instructions or authorization from the Project Manager if time or circumstances do not permit, is obligated to prevent threatened damage, injury, or loss. The Contractor will give the Project Manager written notice that the emergency provision has been invoked and shall state the reasons therefore within twenty four (24) hours of the incident. If the Contractor believes the emergency resulted in additional Work, a claim for a Change Order is permissible.

The Contractor shall immediately notify the Project Manager of all events involving personal injuries to any person on the site, whether or not such person was engaged in the construction of the Project, and shall file a written report on such person(s) and any other event resulting in property damage of any amount within five (5) days of the occurrence.

- j. Cleaning Up: The Contractor will maintain the premises from accumulations of waste materials, rubbish, and other debris resulting from the Work on a daily basis or as required. At the completion of the Work, he will remove all waste materials, rubbish and debris from the premises as well as all tools, construction equipment machinery, and surplus materials and will leave the site clean and ready for occupancy by the HCSO. In addition to any other rights available to the HCSO under this Contract, the failure to maintain the site may result in withholding of any amounts due the Contractor. The Contractor will restore to original condition those portions of the site not designated for alteration by the Contract Documents.

Chemicals: If chemicals are used during project construction or furnished for project operation, whether defoliant, soil sterilant, herbicide, pesticide, disinfectant, polymer, reactant or of other classification, they shall be as approved by the U.S. Environmental Protection Agency or the U.S. Department of Agriculture. Use of all such chemicals and disposal of residues shall be in strict accordance with the printed instructions of the manufacturer.

27. APPROPRIATIONS OF FUNDS

The HCSO, as an entity of 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 contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which the contract 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 contract, provide prompt written notice of such event and effective thirty (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 contract.

28. COMPLETION OF WORK AND LIQUIDATED DAMAGES

The Contractor shall work diligently and shall complete the entire Work, ready for use, not later than 14 calendar days beyond the Time to Complete as proposed, calculated from the date of the Notice to Proceed. The time stated for completion shall include final cleanup of premises. Failure to complete the Work in the time stated shall result in an assessment as liquidated damages of \$250 for each calendar day this Work remains incomplete. Deduction will be made from the Contractor's final pay.

The Contractor's attention is directed to the fact that it is likely to rain on occasion during the life of this contract. The Contractor should expect a substantial number of days that he will be unable to work due to rain and/or wet conditions. It is the Contractor's responsibility to schedule his work so that lost time for rain and/or wet conditions is made up. No additional time shall be granted to the Contractor for rain and/or wet conditions. However, if there is any time extension required for unforeseen conditions or unfavorable weather days, the Contractor is required to submit proper documentation to Project Manager for time extension consideration.

29. WARRANTIES

- a. The Contractor will warrant all workmanship and materials for a period of no less than one (1) year from date of acceptance.
- b. The Contractor warrants and guarantees that all materials and equipment will be new unless otherwise specified and that all work will be of good quality, performed in a workmanlike manner, free from faults or defects. Work shall be considered defective if: it is unsatisfactory, faulty or does not conform to the Contract Documents; fails any inspections, test or approvals; and does not meet all applicable construction and safety requirements. Notice of all defects shall be given to the Contractor by the Project Manager/Engineer. All defective Work, whether or not in place, may be rejected, corrected, or accepted as provided in Paragraph D.
- c. If the Contract Documents, laws, ordinances, rules, regulations or order of any public authority having jurisdiction require any Work to specifically be inspected, tested, or approved by someone other than the Contractor, the Contractor will give the Project Manager/Engineer timely notice of readiness. The testing firm(s) if assigned by the HCSO to this project and all such inspections, tests, or approvals provided for by the HCSO shall be identified in writing by the Project Manager to the Contractor. All other inspections, tests or approvals shall be at the Contractor's expense including additional expenses for inspection and tests required as a result of delays by the Contractor or hours worked beyond 40 hours in a work week. For all required inspections, tests, and approvals on any Work prepared, performed, or assembled away from the site, the Contractor will furnish the Project Manager/Engineer with the required Certificates of Inspection, testing, or approval. All such tests will be in accordance with the methods prescribed by the American Society for Testing and Materials or such other applicable organizations as may be required by law or the Contract Documents. Materials or Work in place that fail to pass acceptability tests shall be retested at the direction of the Project Manager/Engineer and at the Contractor's expense. If any such Work required to be inspected, tested, or approved is covered without written approval of the Project Manager/Engineer, it shall be, if requested by the Project Manager, uncovered for observation in accordance with Paragraph 29, A.4 and A.5. The rates charged the Contractor pursuant to this paragraph shall be agreed upon in writing prior to testing.
- d. Neither observations by the Project Manager or inspections, tests, or approvals by persons other than the Contractor shall relieve the Contractor of his obligations to perform the work in accordance with the requirements on the Contract Document.

- e. If any work is covered contrary to the request of the Project Manager/Engineer, the Work shall, if requested by the Project Manager/Engineer, be uncovered for observation and replaced at the Contractor's expense.
- f. If any Work has been covered which the Project Manager/Engineer has not specifically requested to observe, or if the Project Manager/Engineer considers it necessary or advisable that covered Work be inspected or tested by other, the Contractor, by written request, will uncover, expose, or otherwise make available for observation inspection, or testing that portion of the Work in question, furnishing all necessary labor, material, and equipment. If it is found that such Work is defective, the Contractor will bear the expense of such uncovering, exposure, observation, inspection, testing, and satisfactory reconstruction. If, however, such Work is not found to be defective, the Contractor will be allowed an increase in the Contract price or an extension of the Contract Time, or both, directly attributable to such uncovering, exposure, inspection, testing, and reconstruction, if he makes a claim.
- g. When directed by the Project Manager/Engineer, the Contractor will promptly, without cost to the HCSO and as specified by the Project Manager/Engineer, either correct the defective Work whether fabricated, installed, or completed, or remove it from the site and replace it with non-defective Work. If the Contractor does not correct such defective Work or remove and replace such defective Work within a reasonable time, all as specified in a written notice for the Engineer/Project Manager, the HCSO, after seven (7) days, may have the deficiency corrected. All direct and indirect costs of such correction shall be paid by the Contractor or deducted from payment to the Contractor. The Contractor will also bear the expense of making good all Work of others destroyed or damaged by correction, removal, or replacement of this defective work.
- h. During the warranted period, the Contractor will restore or remove and replace warranted Work to its original specified condition in the event of failure. He will restore or remove and replace other Work which has been damaged by failure of warranted Work, or which must be removed and replaced to gain access to warranted Work. Cost of restoration or removal and replacement is the obligation of the Contractor. Upon restoration or removal and replacement of the warranted Work which has failed, the Contractor will reinstate the warranty by issuing an addendum to the original warranty for at least the remaining warranted period, but for no less than half of the original warranted period.
- i. If, instead of requiring correction or removal and replacement of defective Work, the HCSO prefers to accept it, the HCSO may do so. In such case, if acceptance occurs prior to approval of final payment, a Change Order shall be executed by incorporating the necessary revisions in the Contract Documents, included an appropriate reduction in the Contract Sum. If the acceptance occurs after approval, the Contractor shall pay an appropriate sum to compensate for the defect in the Work to the HCSO.

30. INDEMNIFICATION

The Contractor will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss or expense (a) is 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 there from and (b) is cause in whole or in part by an act or omission of the Contractor, any Sub-contractor, 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 Contractor, any Sub-Contractor, 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 Contractor or any sub-Contractor under workmen's compensation acts, disability benefit acts, or other employee benefit acts.

The Contractor will indemnify and hold harmless the HCSO and anyone directly or indirectly employed by it from and against all claims, damages, losses, and expenses (including attorney's fees) arising out of any infringement of patent rights of copyrights held by others and shall defend all such claims in connection with any alleged infringement of such rights.

31. INVOICING AND PAYMENTS

Contractors are asked to invoice the HCSO in duplicate for Work as completed. At a minimum, an invoice shall show 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 ten (10) percent retainer. Approval for payment of the final invoice and release of the retainer shall be subsequent 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 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 Contractor, all Sub-Contractors and any and all suppliers of equipment and materials. Payments may not be considered without these documents.

Invoices shall be addressed to:

Hillsborough County Sheriff's Office
Accounts Payable
P.O. Box 3371
Tampa, Florida 33601

OR accountspayable@hcsotampa.fl.us

Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed forty-five (45) calendar days from date of receipt of a properly approved application/invoice.

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

- 1) Defective work not corrected.
- 2) Failure of the Contractor to make payments to Sub-s or for materials, labor, equipment or services.
- 3) Continued failure to perform the Work in accordance with the terms and conditions set forth in this Agreement.
- 4) Legal or other claims by third parties relating to the work performed under the Contract Documents.

32. EXCEPTIONS TO PROPOSAL

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

PART C – TECHNICAL SPECIFICATIONS

1. GENERAL DESCRIPTION OF WORK :

The purpose of this project is to replace the existing air conditioning equipment servicing the HCSO District III & District IV facilities. The District III office is currently located at 7202 Gunn Highway, Tampa, FL 33625 and the District IV office is located at 508 33rd St. S.E., Ruskin, FL 33570. The equipment currently in operation are as follows:

District III: (1) 7.5 Ton Trane Split System and (2) 10 Ton Trane Split Systems.

District IV: (1) 15 Ton Trane Split System and (2) 7.5 Ton Trane Split Systems.

At the MANDATORY pre-proposal conference all attendees will have the opportunity to inspect the site and current systems. Questions may be asked, measurements, notes, photographs, etc. may be taken. Care should be taken to obtain any and all technical information necessary to complete and submit a concise but inclusive proposal.

The Contractor shall be responsible for all material and equipment including crane and indoor high reach, material handling and storage, and removal and disposal of the old equipment and debris. All active work areas are to be properly identified and secured on a daily basis. So shall any area adjacent, surrounding or below the active work area be made secure in the same fashion on a daily basis. All debris, work materials, tools and equipment should be removed and/or secured after completion of a work day.

The Contractor is responsible for obtaining permits and inspections as required and for following all other local building code and EPA regulations.

The HCSO shall provide all electrical power required to complete the project tasks.

The HCSO will provide water and restrooms for Contractors.

All work is to be performed during working hours (Monday through Friday, 8:00 am to 5:00 pm.) Project Manager must pre-approve any work completed outside of this schedule.

2. SCOPE OF WORK

The following are brief descriptions of the types of work needed to replace the Air Conditioning equipment, which is to be technologically current production high efficiency equipment. Existing equipment uses R-22 refrigerant which will need to be changed along with replacing all refrigerant piping. It will be the Contractor's responsibility to accurately diagnose the A/C needs of the building and propose the best value and most efficient replacement. The replacement shall be of equal or better than the existing system.

- a. The Contractor shall replace all existing refrigerant piping with appropriate piping for new refrigerant. The Contractor is responsible for recovering used refrigerant as required by law.
- b. The existing duct system should be adequate when properly re-connected. However, the Contractor will inspect the existing system and include any repairs or replacements in their proposal.
- c. It is the Contractor's responsibility to confirm that the existing electrical service is adequate for the new equipment, including wire, breakers and motor starters.
- d. Upon completion, the Contractor will perform start up and system operations checks for all equipment in the presence of the Project Manager. The Contractor will provide training and manuals to the HCSO Facilities Maintenance Bureau personnel as identified by the Project Manager.
- e. The Contractor will be responsible for re-installation of any other equipment and/or accessories temporarily removed. Any damaged items shall be replaced to match existing.

PART D: PROPOSAL RESPONSE

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

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

* * * USE INK ONLY * * *

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

PROPOSAL TO BE CONSIDERED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE

EXCEPTIONS TO PROPOSAL: NOTE - ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS PROPOSAL TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 32 OF THE SPECIAL PROVISIONS (PART B).

- 1. **EXCEPTIONS:** The following represents every deviation (itemized by number) to the foregoing General Terms and Provisions (Part A) and the Special Conditions (Part B) and Technical Specifications (Part C), upon which this Proposal is based, to wit:

2. COST

Company Name: _____

The undersigned has carefully examined the Proposal package and all conditions affecting the cost of the commodity/service required by the HCSO.

The undersigned certifies that any exceptions to the Proposal 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 commodity/services described herein in accordance with the Proposal package, except as noted on attached exceptions form:

- A. DISTRICT III (Gunn Highway) TOTAL COST (Split Award) \$ _____
- B. DISTRICT IV (Ruskin) TOTAL COST (Split Award) \$ _____
- C. COMBINED COST (Single Vendor Award) \$ _____

- D. Estimated time to receive equipment
 - District III – Split Award _____ Calendar Days
 - District IV – Split Award _____ Calendar Days
 - District III and IV – Single Award _____ Calendar Days

- E. Proposed Time for Completion from receipt of Equipment
 - District III – Split Award _____ Calendar Days
 - District IV – Split Award _____ Calendar Days
 - District III and IV – Single Award _____ Calendar Days

- F. Equipment:
 - District III Make _____
 - Model _____
 - District IV Make _____
 - Model _____

- G. Do you accept payment by credit card? _____ Yes _____ No

3. NARRATIVES & DOCUMENTATION

As mentioned in Part B, Special Conditions, Paragraph 10, the outline below corresponds with the criteria on which we will evaluate your Proposal in reference to our needs and to the Proposals of others. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

- a. Project Plan and Approach
- b. Company and Personnel Overview
- c. References from current customers with similar requirements

Proposal Response Section D
3a. Project Plan and Approach

Narrative: Describe your approach and plan to complete the Scope of Work. Be thorough enough to show your complete understanding of the Scope of Work.

Include a detailed project time line.

Discuss proposed equipment and provide Manufacturer's Data Sheets and warranty information.

List sub-contractors and suppliers and the type of equipment that will be used on site.

Describe plans for materials and equipment, staging and security, and quality and safety controls.

Describe site supervision policies.

Describe average number of personnel that will be assigned to the job.

Identify subcontractors and suppliers.

Show the value of additional costs that may have been included such as allowances for duct work, electrical, etc.

Address issues you identify as concerns that may or may not have been referenced in the RFP and describe your approach to eliminating or alleviating those concerns.

Documents: Sub-contractor/Supplier List – Include Company Name, mailing address, telephone and a contact person.

On site equipment list

Time Line

Other information as relevant to your presentation

Proposal Response Section D
3b. Company and Personnel Overview

Narrative: Discuss Corporate, Financial and Organizational Capability and Support. Include such information as: Company History and Philosophy, Years in Business, Mission Statement, Principal Stakeholders, Corporate and Local Organizational Structure.

Identify local management personnel, their experience and qualifications.

Identify Project Manager, qualifications and experience.

Demonstrate adequate organization, financial backing, equipment and personnel to ensure timely and satisfactory completion of the project.

Documents: Financial Statement
Articles of Incorporation
Insurance Certificates
Business Tax Receipt
IRS Form W9

Proposal Response Section
3c. References

Provide a minimum of three references of recent projects with similar scopes of work.

➤ Company/Agency Name _____

Project Description _____

Contact Person Name & Title _____

Phone number _____

Email address _____

➤ Company/Agency Name _____

Project Description _____

Contact Person Name & Title _____

Phone number _____

Email address _____

➤ Company/Agency Name _____

Project Description _____

Contact Person Name & Title _____

Phone number _____

Email address _____

4. 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 if different than mailing address 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 under the Purchasing Section, Doing Business with the HCSO.

4. Affirmation and Declaration

At this present time we understand all requirements and warrant that as a serious Proposer we will comply with all the stipulations included in the RFP package.

The above named Proposer affirms and declares:

- a) That Proposer is of lawful age and that no other person, firm or corporation has any interest in this RFP offered to be entered into;
- b) That this RFP 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 Proposer is not in arrears to Hillsborough County or the Sheriff 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 Proposal 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 sixty (60) days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Name

Title

Signature

Date

NOTE: THE ABOVE SIGNATURE OF AFFIRMATION AND THE SIGNATURE OF ACKNOWLEDGEMENT ON PAGE SEVEN (7) AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT AND RETURNED WITH YOUR PROPOSAL RESPONSE. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE EXCEPTIONS PAGE (PAGE 21), PART D, PROPOSAL RESPONSE.

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this requirement, please return this form to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

Email: Purchasing@hcsso.tampa.fl.us or

Fax: 813-242-1826

We, the undersigned, have declined to respond to your Proposal NO. 14-15 Air Conditioning System Replacement District Offices III and IV 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 for Proposal.

____ We do not offer this service.

____ Our work schedule would not permit us to perform.

____ Unable to meet specifications.

____ Unable to meet Bond Requirements.

____ Specifications unclear (explain below).

____ Remove our company from your vendor list.

____ Other (specify below)

We understand that if the "no Proposal" 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 _____

COMPANY OFFICER _____

TELEPHONE NUMBER _____

DATE _____

SIGNATURE _____

PROPOSAL EVALUATION MATRIX

Vendor Name: _____

Criteria	Points Allowed	Awarded
A. Price Formula to determine price score: $\frac{\text{Lowest Cost}}{\text{Cost Being Evaluated}} \times \text{Maximum Points Available} = \text{Awarded Points}$	50	_____
B. Project Plan and Approach	25	_____
C. Company Overview	15	_____
D. References	<u>10</u>	_____
Total Points 100		

What are the strengths of this Proposal? _____

What are the weakness of this Proposal? _____

General comments/clarifications/questions. _____

Name of evaluator _____ Date _____

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
-			-					
Employer identification number								
-			-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below).

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 on page 4.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

CHECKLIST. Include the following:

- ONE ORIGINAL and THREE COPIES OF the entire RFP.
- ONE Electronic copy. Proprietary information should be separated.
- SIGNATURES required Parts A and D
- Any Addendums or Amendments (Signatures required)
- Completed Part D including references, project approach and planning, Sub-Contractor list, resumes, signature page, vendor information, W9.
- Certificates of Insurance and Business Tax Receipt
- Professional Licenses (if applicable)
- Manufacturer Specifications or other literature and warranty information if applicable.

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

DAVID GEE, SHERIFF
2008 E. 8TH AVE
TAMPA, FLORIDA 33605

ATTN: PURCHASING Ext. 8034

PROPOSAL PACKAGE SUBMITTAL

RFP # 14-15

OPENING DATE and TIME:

May 22, 2105 3:00 PM