

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Invitation to Bid No. 6-20

Title: Inmate Linens, Bath Towels and Undergarments

May 18, 2020

# **HILLSBOROUGH COUNTY SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Hillsborough County Sheriff's Office  
Sheriff's Operation Center  
Financial Services Division - Purchasing Section  
2008 E. 8th Avenue  
Tampa, FL 33605

Dave Janney, Senior Procurement Analyst  
(813) 247-8053  
djanney@hcsso.tampa.fl.us

## **INSTRUCTIONS TO BIDDERS**

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

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

### **NOTICE TO BIDDERS**

**WHEN SUBMITTING A SEALED BID PACKAGE, CLEARLY MARK THE PACKAGE AS A BID DOCUMENT ON THE OUTSIDE OF THE ENVELOPE OR BOX. INCLUDE THE BID NUMBER AND THE DATE AND TIME OF THE BID OPENING.**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Instructions to Bidders	2
<b>DATE TIME AND PLACE - MEETINGS &amp; DEADLINES</b>	4
Part A - General Terms and Conditions	4
<b>SIGNATURE OF ACKNOWLEDGMENT</b>	7
Part B - Special Provisions	8
Part C - Bid Response	13
<b>SIGNATURE OF AFFIRMATION</b>	19
Reference List	20
Statement of No Bid	21
Bid Checklist	22
Package Label	23
Appendix I - Vendor Packet (Application, W9, Direct Deposit)	Attached

<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITES	May 24, 2020
DEADLINE TO SUBMIT BID	June 12, 2020
AWARD NOTIFICATION TARGET DATE	September 1, 2020

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

**SUBJECT:** INVITATION TO BID 6-20

**BID TITLE:** Inmate Linens, Bath Towels and Undergarments

**OPENING DATE & TIME:** June 12, 2020 at 3:00 PM

**PLACE:** Hillsborough County Sheriff's Office  
 Sheriff's Operation Center  
 Financial Services Division - Purchasing Section  
 2008 E. 8th Avenue  
 Tampa, FL 33605

Pursuant to Governor DeSantis' Executive Order 20-112: "*Phase 1: Smart. Safe. Step-by-Step. Plan for Florida's Recovery*" (Order), the Bid Opening, which fails to meet the definition of an Essential Activity as referenced in the Order, 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://teamhcsso.com>.

**PART A - GENERAL TERMS AND CONDITIONS:**

1. **Bids:** Must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operation Center, Financial Services Division – Purchasing Section, 2008 East 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Bid must be marked as a BID DOCUMENT (including the Bid number, date, and time of Bid opening) on the outside of the envelope.

If our specifications, when included, are not returned with your Bid, and no specific reference is made to them in your Bid Response (Part C), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's or manufacturer's specifications which accompany the Bid Response (Part C), contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Bid Response (Part C).

2. **Bid Delivery:** The responsibility for getting the Bid to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the Bidder unopened with the notation "This Bid was received after the time designated for the receipt and opening of bids".
3. **On-Line Documents:** The HCSO is publishing documents on its website <https://teamhcsso.com> for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. **Time for Consideration:** Bidder warrants, by virtue of bidding, the prices quoted in their response will be good for an evaluation period of 90 calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their Bids after the opening time and date.

5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** All prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the successful Bidder.

The Bidder's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this Bid, and **that all applicable taxes and fees shall be deemed to have been included in the Bid Response (Part C) as part of the materials cost, when applicable.**

6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.
7. Condition of Materials and Packaging: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Bid shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, that all containers shall be NEW and suitable for storage or shipment, and that prices include standard commercial packaging for the items shipped.
8. Claims: The Awarded Vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. When to Make Delivery: Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to obtain this information.
10. Manufacturer's Name: Any manufacturers' names, trade names, brand names information, and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Bidders.
11. Information and Descriptive Literature: Bidders must furnish all information requested in the Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
12. Bid Submittal Costs: Submittal of a Bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
13. No Bid: If you do not wish to submit a response to the Bid, please return the Statement of No Bid found on page 21. The "No Bid" information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
14. Compliance with Occupational Safety and Health Act (OSHA): The Bidder certifies that all material/items contained in their response meets all OSHA requirements.
15. Laws, Statutes, and Ordinances: The terms and conditions of the Bid and the resulting Agreement shall be construed in accordance with the laws, statutes, and ordinances of the State of Florida and Hillsborough County. Where State Statutes and regulations are referenced, they shall be interpreted to apply to this Bid and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, Florida Statutes, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

16. Acceptance and Rejection: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid or Bids which, in the judgment of the Sheriff, is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any bid options or resulting contract(s) when deemed to be in the best interest of the HCSO.
17. 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 Bid 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 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.
18. Protests: Any prospective Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Bids must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

The HCSO will have five (5) business days upon receipt of this notice to review and consider the protest as written. The Senior Procurement Analyst will coordinate the review process with the parties involved and may request additional information from the Bidder or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Senior Procurement Analyst will make a recommendation to the Chief Financial Officer (CFO).

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

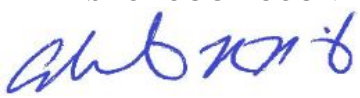
19. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, Fla. Stats. does not restrict your submission.
20. Public Records: Any material submitted in response to this Bid will become a public document pursuant to §119.07, Fla. Stat. This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Bidder agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all bids be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a bid must be clearly stated in the Bid itself. Proprietary information submitted in response to the Bid will be handled in accordance with applicable Florida Statutes.

**If the Bidder has questions regarding the application of Chapter 119, Florida Statutes, to the Bidder's duty to provide public records relating to this Contract, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operation Center, ATTN: Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at [hcsorecords@hcsso.tampa.fl.us](mailto:hcsorecords@hcsso.tampa.fl.us)**

21. Specifications: Attached.

CHAD CHRONISTER, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

By:   
\_\_\_\_\_  
Christina R. Porter, CPA  
Chief Financial Officer

22. General Terms and Conditions outlined above are acknowledged. Our Bid is attached.

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Company Officer

\_\_\_\_\_  
Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 22. EACH COMPANY'S BID, AND ANY CLARIFICATIONS TO THAT BID, 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. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE BID RESPONSE, EXCEPTIONS (PART C, PARAGRAPH 1).

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a company for the procurement of linens, bath towels, and undergarments for use by inmates within the HCSO detention facilities.

2. SPECIFICATIONS AND SCOPE OF WORK

The requirements of this Bid include furnishing and delivering linens to include blankets, wash cloths, fitted sheets, flat sheets, pillow cases, bath towels, and undergarments with stenciling as required to include sports bras, women's panties, men's boxers, crew socks for use by inmates within the HCSO detention facilities. Inventory quantities of the listed items are maintained and ordered on an as-needed basis. For further details, refer to Bid Response (Part C).

The items as specified herein are to be delivered to the location below:

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

**Two (2) samples of each proposed item are required for testing and evaluation by detention safety compliance and laundry personnel prior to award.** Samples shall be individually labeled with the Vendor's name and item number and sent separately from the Bid Package to the location below:

Hillsborough County Sheriff's Office  
 Sheriff's Operation Center  
 Financial Services Division – Purchasing Section  
 ATTN: Dave Janney  
 2008 East 8<sup>th</sup> Avenue  
 Tampa, FL 33605

3. ESTIMATED QUANTITIES

Estimated quantities, if provided, are furnished as a guide for preparing the Bid Response (Part C), and should not be construed as representing actual quantities to be purchased under this Bid.

4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Bid are to be directed, in writing, to the Senior Procurement Analyst: Dave Janney at [Purchasing@hcsso.tampa.fl.us](mailto:Purchasing@hcsso.tampa.fl.us), or by fax at 813-242-1826. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this Bid prior to the notice of award.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at <https://teamhcsso.com>. This will include Q & A responses, amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Senior Procurement Analyst utilizes for convenience of the parties involved.



5. SUBSTITUTION

The Awarded Vendor shall not substitute items for like items except in the case of an unforeseen event in shipping or manufacturing causing a shortage of said items. Such measures may only be enacted after verifying that it will be allowed by the HCSO. Any violation of such procedure will be considered cause for cancelation. All substitutes must be annotated as such on the shipping documents.

6. BIDDER QUALIFICATIONS

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances, and personnel to furnish the item(s) or service(s) offered satisfactorily and expeditiously. The HCSO reserves the right to inspect the Bidder's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

The Vendor Packet attached as Appendix I must be returned with your Bid Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s).

7. BRAND NAMES

Bidders should submit the product make and model they believe will offer the best performance and economic value to the HCSO. Manufacturer's specification sheets must be furnished with the Bid Response. Justify the choice of product with references to the elements considered in making the recommendation. The evaluation of bids and the determination as to quality of product or equipment offered shall be the sole and final responsibility of the HCSO.

8. CONFLICT OF INTEREST

The Bidder agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, Fla. Stat. regarding Standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

9. AWARD

Award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price and other factors considered to include the evaluation of samples for quality, durability and safety at a minimum. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO.

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

Award or No Award notifications will be sent to all Bidders. Bid results will be available on the HCSO website <https://teamhcsso.com>.

10. BID OPENING

Pursuant to Governor DeSantis' Executive Order 20-112: "*Phase 1: Smart. Safe. Step-by-Step. Plan for Florida's Recovery*" (Order), the Bid Opening, which fails to meet the definition of an Essential Activity as referenced in the Order, will *not* be open to the public. A video recording of the Bid Opening will be posted to the HCSO website <https://teamhcsso.com>. Award will be dependent upon the determination that the Bids are responsive, Bidders are responsible, and any other evaluation criteria stated in the Bid document. Bids and Bidders determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at the time of Award. All Bidders responding with a Bid will receive a copy of the Bid tabulation.

11. CONTRACT PERIOD

The Contract shall be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Awarded Vendor(s), the Contract may be extended on an annual basis for up to four (4) additional one (1) year periods.

12. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Awarded Vendor(s) notify the HCSO, Financial Services Division, of the pending increase or decrease a minimum of 60 calendar days prior to the end of each renewal period for which the Bid was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease, and the applicable Bid Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

13. ADDITION/DELETION

The HCSO reserves the right to add or delete any items from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Vendor's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original Bid tabulation/price sheet.

14. CANCELATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this Bid may be canceled by the following means:

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

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO, and will be considered for

payment providing documentation of said expenses are forwarded with the request for payment. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated.

15. DEFAULT

The Contract may be canceled or annulled by the HCSO CFO in whole, or in part, by written notice of default to the Awarded Vendor upon non-performance or violation of Contract terms. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Vendor to deliver materials, or items within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute Contract default. Awarded Vendors who default on contracts may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.

16. NEXT BEST BIDDER

In the event of a default by the Awarded Vendor, or cancelation by HCSO, the HCSO reserves the right to utilize the next best responsive Bid and responsible Bidder. In the event of this occurrence, the new Awarded Vendor shall be required to provide the Bid items at the prices as contained in their Bid Response (Part C), for the remainder of the award period.

17. DELIVERY

Product(s) ordered shall be delivered in accordance with Estimated Time for Delivery identified in Bid Response (Part C). Failure to do so shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein.

Any backordered product(s) shall be made available within 15 calendar days of the time of backorder. If the backorder cannot be filled within the time frame of this requirement, the HCSO, Warehouse Supply Section, shall to be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.

18. EMERGENCY

If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the item(s) from the most available source.

19. INVOICING AND PAYMENTS

The Awarded Vendor shall invoice the HCSO for material(s)/item(s) as delivered. All invoices must have a unique invoice number and include: shipping location, description and quantity of items shipped, stock number, and unit price. Include the HCSO purchase order number on invoices unless payment is made by HCSO Purchasing Card. Payment shall be made in accordance with §215.422, Fla. Stat. which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

Invoices shall be emailed to [accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us).

ACH and HCSO Purchasing Card are the accepted methods of payment. Please inquire at

[accountspayable@hcs0.tampa.fl.us](mailto:accountspayable@hcs0.tampa.fl.us) or at 813-247-8276.

20. EXCEPTIONS TO BID

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

21. GOVERNMENTAL PURCHASING COUNCILS

All bids received shall be considered as bids to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils. Said members may, at their discretion, utilize this Bid.

Children’s Board of Hillsborough County	Hillsborough Community College
City of Belleair Beach	Hillsborough County Aviation Authority
City of Clearwater	Hillsborough County Board of County Commissioners
City of Dunedin	Hillsborough County Property Appraiser
City of Gulfport	Hillsborough County School Board
City of Indian Rocks Beach	Hillsborough County Supervisor of Elections
City of Largo	Hillsborough County Tax Collector
City of Oldsmar	Manatee County Board of Commissioners
City of Pinellas Park	Pasco County Schools
City of Plant City	Pinellas County Clerk of the Court
City of Safety Harbor	Pinellas County Government
City of Saint Pete Beach	Pinellas County School Board
City of Saint Petersburg	Pinellas County Sheriff
City of Tampa	Pinellas Suncoast Transit Authority
City of Tampa Housing Authority	Saint Petersburg College
City of Tarpon Springs	State Attorney’s Office
City of Temple Terrace	Tampa Airport
City of Treasure Island	Tampa Bay Water
Clerk of Circuit Court of Hillsborough County	Tampa Palms Community Development District
Expressway Authority	Tampa Port Authority
Hernando County	Tampa Sports Authority
Hillsborough Area Regional Transit Authority	Town of Indian Shores

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

PART C - BID RESPONSE

The undersigned understands that this Bid Package **must be signed in ink** and that an **unsigned** Bid Package will be considered nonresponsive and subject to rejection by the Hillsborough County Sheriff's Office (HCSO). **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

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

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

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

BID PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO BID: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HCSO. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 20 OF THE SPECIAL PROVISIONS (PART B).**

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

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2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the item(s) required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted in the Bid Response (Part C). All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for cancelation of award.

Time for delivery After Receipt of Order (ARO) shall be in calendar days.

We hereby propose to furnish the below described item(s) in accordance with the Bid Package, except as noted on attached Exceptions Form or as responded to with N/A below:

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Blanket (10063): Gray, 100% recycled materials (Poly, Acrylic, Cotton), 66" x 90" finished size, machine washable & dryable, hemmed on all four sides with lock stitched manufacturer's label to identify origin and material content.					50 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
A1				days	\$ each	
A2				days	\$ each	

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Fitted Sheet (10565): White, 50% cotton / 50% polyester (+/- 5%), weight of 4.3 ounces per square yard, finished size to fit mattress size 30" x 76" x 5", lengthwise edge to be salvage edged, elastic to go across full crosswise grain (with elastic size of 3/8", +/- 1/8"), elastic shall be lock stitched, shrinkage not to exceed 5% with lock stitched manufacturer's label to identify origin and material content.					3,600 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
B1				days	\$ each	
B2				days	\$ each	

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Flat Sheet (10566): White, 50% cotton / 50 % polyester (+/- 5%), weight of 4.3 ounces per square yard, finished size to fit mattress size 30" x 76" x 5", lengthwise edge to be salvage edged, crosswise grain edge to be hemmed and lock stitched, shrinkage not to exceed 5% with lock stitched manufacturer's label to identify origin and material content.					4,800 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
C1				days	\$ each	
C2				days	\$ each	

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Pillow Case (10435): White, standard size, 50% cotton / 50% polyester (+/- 5%), weight of 4.3 ounces per square yard, cut size 42" x 34", finished size 21.5" x 29" (+/- 1"), hem of 1 1/2" (+/- 1/2") to be lock stitched, seams constructed with safety stitch, shrinkage not to exceed 5% with lock stitched manufacturer's label to identify origin and material content.					9,000 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
D1				days	\$ each	
D2				days	\$ each	

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Bath Towel (10800): White, 100% cotton and/or 85/15% cotton/polyester blend, 20" x 40" minimum finished size, 22" x 44" maximum finished size, 5.5 to 6.0 pounds per dozen, must be hemmed on all four sides with lock stitched manufacturer's label to identify origin and material content.					21,120 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
E1				days	\$ each	
E2				days	\$ each	

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Wash Cloth (10826): White, 86% cotton / 14% polyester, terry cloth, 12" x 12" square finished size, hemmed on all four sides, minimum weight of one pound per dozen with lock stitched manufacturer's label to identify origin and material content.					13,800 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
F1				days	\$ each	
F2				days	\$ each	



DESCRIPTION:						Est. Annual Usage
Sports Bra: White, Two-ply, 65% cotton/30% polyester /5% spandex, Pull-over style, No hooks, eyes, metal or plastic components, Elasticized straps no less than 1 1/2" wide, traditional strap style, elasticized rib band, Size requirements: 32 through 48. <b>Seconds and irregulars will not be accepted.</b>						570 dozen
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Dozen	Qty. Per Case
G1A	Size Range			days	\$ dz	
G1B	Size Range			days	\$ dz	
G1C	Size Range			days	\$ dz	
G2	<b>Stenciling Requirement: Garment size to be stenciled in numbers 1" to 1 1/2" high by 1" to 1 1/2" wide, on back, centered between straps, in black ink only.</b>				\$ dz	

DESCRIPTION:						Est. Annual Usage
Women's Panties: Brief style, 100% cotton, 3/4" elasticized trim around the waistband, 1/4" covered elasticized leg opening, double panel crotch, Size requirements: 5 through 13. <b>Seconds and irregulars will not be accepted.</b>						1700 dozen
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Dozen	Qty. Per Case
H1A	Size Range			days	\$ dz	
H1B	Size Range			days	\$ dz	
H1C	Size Range			days	\$ dz	
H2	<b>Stenciling Requirement: Garment size to be stenciled in numbers 1" to 1 1/2" high by 1" to 1 1/2" wide, on left front leg, in black ink only.</b>				\$ dz	

DESCRIPTION:					Est. Annual Usage	
Men's Boxers: White, Minimum 60% cotton / 40% polyester blend, Fly front, 1 1/2" elasticized waistband, Size requirements: Small through 15XL. <b>Seconds and irregulars will not be accepted.</b>					2315 dozen	
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Dozen	Qty. Per Case
I1A	Size Range			days	\$ dz	
I1B	Size Range			days	\$ dz	
I1C	Size Range			days	\$ dz	
I2	<b>Stenciling Requirement: Garment size to be stenciled in numbers 1" to 1 1/2" high by 1" to 1 1/2" wide, on left front leg, in black ink only.</b>				\$ dz	

DESCRIPTION:					Est. Annual Usage	
Crew Sock (10961): White, 80% cotton/ 20% polyester blend, Ankle cuff approximately 2 1/2", padded toe, Size requirements: OSFA (one size fits all) to accommodate up to a size 13. <b>Seconds and irregulars will not be accepted.</b>					2100 dozen	
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Dozen	Qty. Per Case
J1				days	\$ dz	

3. VENDOR ORDER INSTRUCTIONS

Describe the preferred method of contact to place an order.

---

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

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

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

Website: \_\_\_\_\_

4. AFFIRMATION AND DECLARATION

At this present time we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package. **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

The below named Bidder affirms and declares:

- a) That Bidder is of lawful age and that no other person, firm, or corporation has any interest in this Bid offered to be entered into;
- b) That this Bid is made without any understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Bidder is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- d) That no officer, employee, or person whose salary is payable in whole, or in part, from HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise in this Bid Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Bid shall remain open for 90 days following the opening of Bids.

Respectfully submitted by,

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

Print Signer's Name	Date
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Signature of Company Officer	Title
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**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

REFERENCE LIST

**Provide a minimum of three (3) references of customers in which you supplied a similar service, product or equipment. Do not include Hillsborough County Sheriff's Office as one of your references.**

1.

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

2.

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

3.

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

STATEMENT OF NO BID

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

Email: [Purchasing@hcsso.tampa.fl.us](mailto:Purchasing@hcsso.tampa.fl.us) or

Fax 813-242-1826

We, the undersigned, have declined to respond on Bid No. 6-20 Inmate Linens, Bath Towels and Undergarments for the following reasons:

\_\_\_\_\_ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).

\_\_\_\_\_ Insufficient time to respond.

\_\_\_\_\_ We do not offer this product or an equivalent.

\_\_\_\_\_ Our Product schedule would not permit us to perform.

\_\_\_\_\_ Unable to meet specifications.

\_\_\_\_\_ Unable to meet Bond Requirements.

\_\_\_\_\_ Specifications unclear (explain below).

\_\_\_\_\_ Other (specify below)

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

(PLEASE PRINT)

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

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

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

SIGNATURE \_\_\_\_\_

**BID CHECKLIST**

**Company Name:** \_\_\_\_\_

**Include this checklist as a cover page with your Bid Package:**

- ONE (1) ORIGINAL AND ONE (1) COPY of the entire Bid.
- SIGNATURES required Parts A and C.
- Completed Part C including pricing and signature page.
- Any Addenda or Amendments (Signatures required).
- Appendix I, Vendor Packet to include completed Vendor Application, W9 and Business Tax Receipt.
- Professional Licenses (if applicable).
- Manufacturer literature and warranty information.
- Samples required to be provided under separate cover.

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
SHERIFF'S OPERATION CENTER  
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION  
2008 E. 8<sup>TH</sup> AVE  
TAMPA FL 33605

**BID PACKAGE SUBMITTAL**

From: \_\_\_\_\_

BID # 6-20

Inmate Linens, Bath Towels and Undergarments

OPENING DATE/TIME:

June 12, 2020 at 3:00pm