



# OFFICE OF THE SHERIFF

---

**Chad Chronister, Sheriff**  
**Donna Luszczynski, Chief Deputy**  
*Hillsborough County, Florida*

January 29, 2020

**SUBJECT:** Amendment #2 to RFP 10-19 Pinebrooke Building IV Interior Renovation

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in the referenced section(s) of RFP 10-19:

1. Addendum #3 will update Exhibit A – Long and Associates Construction Drawings and Exhibit B – Long and Associates Specifications, see attached.
2. Technical Specifications, (Part C)(2) will be replaced in its entirety, see attached.
3. Pages 3, 5 and 38 will be replaced in their entirety to extend the Deadline to Submit Proposal, see attached.

Please note that this document hereby becomes part of RFP 10-19 and without this document, the RFP is considered incomplete.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christina R. Porter".

Christina R. Porter, CPA  
Chief Financial Officer

CRP/drj

Enclosures

ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the  
Amendment #2 to RFP 10-19.

PLEASE PRINT – Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***Signature:*** \_\_\_\_\_

(Signed Acknowledgment must be included with your Proposal Response)

## 2. SCOPE OF WORK

- a. The Contractor shall furnish all necessary labor, materials, tools, equipment, supervision, and incidentals necessary to perform all Work as described herein. The Scope of Work shall include, but not limited to Interior demolition and renovation as per the construction documents prepared by Long and Associates Architects/Engineers Inc. (Long and Associates):
  - i. Exhibit A, Long and Associates Construction Drawings dated September 20, 2019.
  - ii. Exhibit B, Long and Associates Construction Specifications dated September 20, 2019.
- b. New filters to the existing roof top units shall be furnished and installed by the Contractor at the completion of the project.
- c. All Work shall be completed in accordance with the construction documents and the requirements furnished within all the RFP documents to include any Questions and Answer (Q & A) responses, addenda and/or amendments issued by the HCSO. The Contractor shall provide all incidentals required for the construction to meet federal, state and local codes having jurisdiction.
- d. The Contractor shall review the Construction Documents and the entire RFP for what is required for the project completion. Any Work that, by construction industry standards and/or is reasonably necessary for system(s), shall be identified during the Proposal period and included as part of the costs. The Mandatory Pre-Proposal Meeting and Facility Tour presents an opportunity to review the Project and any questions that relate to the Work. It shall be the Proposers responsibility, both at the Facility Tour through visual inspection as well as the technical review of the Construction Documents and RFP, to identify any Work that is necessary, whether required by code, inadvertently left out and/or that should be added into the Project. Any items of Work that should be reasonably included as part of construction industry standard shall be provided by the Contractor at no additional costs to the HCSO.
- e. In the event the Contractor determines any contradiction or non compliance with any laws, ordinances, rules, codes or regulations applicable to the Scope of Work and Technical Specifications (Part C), it is incumbent upon the Contractor to notify the HCSO promptly in writing no later than the close of the Q & A period as defined in the Table of Contents. Any necessary changes in the Scope of Work and Technical Specifications (Part C) will be adjusted by an amendment or if applicable a change order to the RFP. The cost of any Work or related remedy performed by the Contractor that it knew or should have known was in violation of any laws, ordinances, rules, codes or regulations without proper notice to the HCSO will be borne solely by the Contractor.

## 3. USE OF PREMISES

- a. The Contractor shall be restricted to work within the project limits and access points as shown in the construction documents. The Contractor is reminded that adjacent buildings are in use and care should be taken in entering and leaving the property, loading, unloading and staging to cause the least amount of disruption to others, and to protect property from damage (refer to Contractor's Responsibilities, Part B, Paragraph 27).
- b. Accessibility and staging areas will be discussed at the Mandatory Pre-Proposal Conference and Facility Tour and confirmed by the Project Manager prior to beginning the Work.
- c. The Contractor shall provide their own portable sanitation facility; the location of which shall be confirmed by the Project Manager.

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Instructions to Proposers	2
Letter of Intent	4
<b>DATE TIME AND PLACE - MEETINGS &amp; DEADLINES</b>	5
Part A - General Terms and Conditions	5
<b>ACKNOWLEDGMENT OF GENERAL TERMS AND CONDITIONS</b>	9
Part B - Special Provisions	10
Part C - Technical Specifications	27
Part D - Proposal Response	29
<b>AFFIRMATION AND DECLARATION</b>	34
Statement of No Proposal	35
Proposal Checklist	37
Package Label	38
Exhibit A - Long and Associates Construction Drawings	Attached
Exhibit B - Long and Associates Construction Specifications	Attached
Exhibit C - Pinebrooke Building IV – Suite Layout	Attached
Exhibit D - Pinebrooke Buildings III & IV Site Plan	Attached
Appendix I - Vendor Packet (Application, W9, Direct Deposit)	Attached

<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
RFP Advertised/Posted to HCSO and OSD Website	12/22/19
Submit Letter of Intent	1/7/20
Mandatory Pre-Proposal Conference and Facility Tour	1/8/20
Deadline to Submit Questions and Answers	1/17/20
Deadline to Submit Proposal	2/5/20
Award Notification Target Date	2/21/20

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

**SUBJECT:** Request for Proposal Number 10-19

Proposal Title: Pinebrooke Building IV Interior Renovation

**OPENING DATE and TIME: 2/5/2020 at 3:30 PM.**

**PLACE:** Malcolm E. Beard Sheriff's Operation Center  
 Financial Services Division, Purchasing Section  
 2008 E. 8th Avenue, Room #125  
 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 & FACILITY TOUR: 1/8/20 at 10:00 AM.**

**PLACE:** Hillsborough County Sheriff's Office  
 1238 Tech Boulevard  
 Tampa, Florida 33619

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

1. Proposals: Must be contained in a SEALED envelope addressed to: Chad Chronister, 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, the date and time of the Proposal opening) on the outside of the envelope.

If our specifications, when included in our Request for Proposal (RFP), are not returned with your Proposal Package, and no specific reference is made to them in your Proposal Response (Part D), 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 Proposal Response (Part D) 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 (Part D).

2. Proposal Delivery: The responsibility for getting the Proposal Package 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 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".
3. On-Line Documents: The HCSO is publishing documents on its website <https://teamhcs.com> for the convenience of companies wanting to do business with the HCSO and to save taxpayer dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications

**Below is an example of the information required on your Proposal 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> Avenue  
Tampa, FL 33605

PROPOSAL PACKAGE SUBMITTAL

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

RFP # 10-19 Pinebrooke Building IV  
Interior Renovation

OPENING DATE and TIME:

2/5/2020 @ 3:30 pm