



## **Cal Henderson, Sheriff**

HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601

**PURCHASING OFFICE**  
P.O. BOX 3371  
PHONE 813-247-8050  
FAX 813-247-0907

February 1, 1999

FISCAL DIVISION  
2008 E 8th Avenue  
Tampa, FL 33605

Susan Ferlita, Senior Buyer  
(813) 247-8048

BID TITLE: Telephone Equipment & Equipment Repairs

BID NUMBER: 12-99

### **INSTRUCTIONS TO BIDDERS**

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

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

NOTE: For your convenience a self-addressed mailing label is provided with this bid package. **PLEASE USE THIS LABEL WHEN RETURNING THE BID.**

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

February 1, 1999

VENDOR:

SUBJECT: Request for Bid Number 12-99

BID TITLE: Telephone Equipment & Equipment Repairs

OPENING DATE & TIME: February 22, 1999 at 3:00 PM

PLACE: Sheriff's Operation Center  
Purchasing Office, Room 125  
2008 E 8th Avenue  
Tampa, FL 33605

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

PART A - GENERAL TERMS AND PROVISIONS:

1. Bids: Must be contained in a SEALED envelope addressed to: Cal Henderson, Sheriff, 2008 E 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the self addressed mailing label provided with this bid package must be on the outside of the envelope.

If our specifications, when included in our Request for Bid, are not returned with your bid, and no specific reference is made to them in your bid, 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 bid 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.

2. The responsibility for getting the bid to the Sheriff's Office on or before the stated time and date will be solely and strictly the responsibility of the bidder. The Sheriff 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 vendor unopened with the notation "This Bid Was Received After the Time Designated For the Receipt and Opening of Bids".
3. Time for Consideration: Bidder warrants by virtue of bidding the prices quoted in his bid will be good for an evaluation period of forty-five (45) 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.
4. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. State sales tax and federal excise taxes shall not be included as the Sheriff's Office is tax-exempt. The Sheriff will issue exemption certificates to the successful bidder when requested. Price(s) bid is/are to be F.O.B. Destination.

5. 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.
6. Condition of Materials & Packaging: Unless otherwise indicated, it is understood and agreed that any item offered or shipped on this bid 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 successful bidder 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 bid are to be made during the normal working hours of the Sheriff's Office. It is the bidder'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 Sheriff's Office and such determination shall be final and binding upon all bidders.
10. Information and Descriptive Literature: Bidder must furnish all information requested in the bid. If specified, each bidder must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
11. Bid Submittal Costs: Submittal of a bid is solely at the cost of the bidder and the Sheriff's Office in no way is liable or obligates itself for any cost accrued to the bidder in coming up with the Bid Submittal.
12. No Bid: If the receipt of this request for quotation is not acknowledged, Bidder's name may be removed from the bidders' mailing list.
13. Compliance with Occupational Safety and Health Act: Bidder certifies that all material, equipment, etc., contained in his bid meets all OSHA requirements.
14. Public Entity Crimes: Pursuant to Florida Statute 287.132 and 287.133, effective July 1, 1989, the Hillsborough County Sheriff, 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 Section 287.017, F.S., for Category Two (currently \$10,000) 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 Section 287.133 (3)(f), Florida Statute.

If you submit a bid or proposal in response to this request, you are certifying that Florida Statute 287.132 and 287.133 does not restrict your submission.

15. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all bids, for cause, to waive irregularities, if any, in any bid, and to accept the bid or bids which in the judgement of the Sheriff is in the best interest of Hillsborough County.



## PART B - SPECIAL PROVISIONS

### 1. IN GENERAL

The purpose of these specifications is to describe the annual requirements of the Hillsborough County Sheriff's Office for telephone equipment and repair of telephone equipment as listed in Part C, 2. Bid Response. Prices offered shall be complete including any delivery or trip charges. The Sheriff's Office will be responsible for shipment to the contractors location for repair.

### 2. SCOPE

The requirements of this bid include furnishing and delivering the commodities and services as specified herein to our delivery locations as noted below:

Hillsborough County Sheriff's Office  
Communications Maintenance Unit  
3310 South 78 Street  
Tampa, FL 33619

### 3. BRAND NAMES

The Hillsborough County Sheriff's Office is requesting no substitute on brand names, when furnished, to maintain compatibility within its current telephone system.

When no brand name is given, the bidder may offer any quality product, the evaluation of bids and the determination as to acceptable equality of products offered shall be the sole and final responsibility of the Hillsborough County Sheriff's Office and will be based on information and/or samples furnished by the bidder.

### 4. ESTIMATED QUANTITIES

Estimated quantities are furnished as a guide for preparing the bid and should not be construed as representing actual quantities to be purchased under this bid. Quantities when furnished in Part C, 2. Bid Response are current requirements for one time delivery after award of contract and do not reflect total amount to be purchased under the annual contract. We anticipate the total dollar value of the annual contract to be approximately \$35,000.00.

### 5. ADDITION/DELETION

The Hillsborough County Sheriff's Office reserves the right to add or delete any item or items from this bid or resulting contract(s) when deemed to be in the best interest of the County.

### 6. AWARD

Award shall be made to the lowest responsible and responsive bidder meeting specifications, price and other factors considered. The Sheriff's Office reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the Hillsborough County Sheriff.

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

7. DEFAULT

The award may be canceled or annulled by the Hillsborough County Sheriff's Fiscal Manager in whole or in part by written notice of default to the awardee upon non-performance or violation of award terms. An award may be made to the next low responsive and responsible bidder, 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 these specifications, unless extended in writing by the Fiscal Manager, shall constitute contract default.

8. CANCELLATION

When deemed to be in the best interest of the Hillsborough County Sheriff's Office, 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.

9. NEXT LOW BIDDER

In the event of a default by the awarded vendor, the Hillsborough County Sheriff's Office reserves the right to utilize the next low responsive and responsible bidder as the new awardee. In the event of this occurrence, the next low responsive and responsible bidder shall be required to provide the bid items at the prices as contained on their proposal for this specification for the remainder of the contract period.

10. DELIVERY

Delivery is requested complete within thirty (30) calendar days after order is placed. Indicate on your Bid Response if time for delivery is different than requested. Failure to deliver when stated shall be considered default and the Hillsborough County Sheriff's Office shall utilize its options as stated herein.

11. SUBSTITUTION

The awardee(s) shall not substitute items for like items unless there has occurred some mishap causing a shortage of said items. Such measures may only be enacted after verifying that it will be allowed by the Hillsborough County Sheriff. Any violation of such procedure will be considered cause for cancellation. All substitutes will be annotated as such on the shipping documents.

12. WARRANTIES/GUARANTEES

It shall be the Vendor's responsibility to submit, at the time of bid opening, a copy of their warranty replacement policy. In any case all replacements shall be finalized within two (2) weeks of the date the defect is reported.

The product(s) shall be guaranteed to be free of defect of composition, conception and workmanship for a period of at least one (1) year from the date of acceptance. Service(s) shall be free of defect in workmanship for a period of no less than ninety (90) calendar days. Any parts or portions found not in accordance with this specification will be rejected and returned to the awardee at the their expense for immediate replacement.

13. INVOICING AND PAYMENTS

Vendors may invoice the Hillsborough County Sheriff's Office in duplicate for material(s) orders as shipped or services performed.

The invoice shall show: Shipping location; Items shipped, quantity and stock number, or services performed.

**Always show purchase order number on invoices.**

Timely payment of invoices is incumbent upon the Hillsborough County Sheriff's Office and in no case shall payment exceed forty-five (45) calendar days from date of receipt of an invoice.

Invoices should be mailed to: Hillsborough County Sheriff  
Attention: Fiscal Bureau  
P.O. Box 3371  
Tampa, FL 33601

14. EXCEPTIONS TO BID

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

The undersigned understands that this Bid Proposal **must be signed** in ink and that the **unsigned** Bid 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 BIDDER ACCEPTS THE TERMS, CONDITIONS, MANDATES, AND OTHER PROVISIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A) AND THE SPECIAL PROVISIONS (PART B), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS PROPOSAL.

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

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

BID PROPOSAL TO BE CONSIDERED BY THE HILLSBOROUGH

COUNTY SHERIFF'S OFFICE

EXCEPTIONS TO BID: NOTES - ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PROPOSAL TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 14 OF THE SPECIAL PROVISIONS (PART B).**

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

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ITEM NO.	DESCRIPTION	NEW UNIT	REFURBISHED UNIT	REPAIR UNIT
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NOTE TO BIDDER: Pricing should be provided for a new unit, a refurbished unit and the cost to repair an individual unit.

1.	Northern Telcom Meridian digital telephone instrument, Model 2008, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
2.	Northern Telcom Meridian digital telephone instrument, Model 2008, with display, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
3.	Northern Telecom Meridian digital telephone instrument, hands free, Model 2008HF, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
4.	Northern Telecom Meridian digital telephone instrument, hands free, Model 2008HF, with display, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
5.	Northern Telcom Meridian digital telephone instrument, Model 2009, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
6.	Northern Telcom Meridian digital telephone instruments, Model 2616, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
7.	Northern Telcom Meridian digital telephone instruments, Model 2616, with display, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
8.	Northern Telcom Meridian digital telephone instruments, Model 3000, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
9.	Wall mount telephone instrument, analog, Model K-1500W-2, specify colors available Brand/Stock No. _____	\$ _____/ea	\$ _____/ea	\$ _____/ea

ITEM NO.	DESCRIPTION	NEW UNIT	REFURBISHED UNIT	REPAIR UNIT
10.	Northern Telecom Meridian wall mount telephone instrument, analog, Model 2554, color ash	\$ _____/ea	\$ _____/ea	\$ _____/ea
11.	Northern Telcom Meridian Attendant Console, Model 2250	\$ _____/ea	\$ _____/ea	\$ _____/ea
12.	Norstar Telephone for key system applications, Model M7208	\$ _____/ea	\$ _____/ea	\$ _____/ea
13.	Norstar Telephone for key system applications, Model M7310	\$ _____/ea	\$ _____/ea	\$ _____/ea
14.	A T & T Cordless Telephone, Model 9120, color gray	\$ _____/ea	\$ _____/ea	\$ _____/ea

The following are to be new Nortel/Meridian replacement parts:

15.	Handset, Part No. NT0C09EA-35, color ash			\$ _____/ea
16.	Handset Cord, 12 ft., Part No. A0274243, color ash			\$ _____/ea
17.	Double Module Footstand, Part No. P0780235, color ash			\$ _____/ea
18.	22 Button Key Expansion, Part No. NT2K22WA-35, color ash			\$ _____/ea
19.	Transformer, 110 Volt, Part No. A0367335			\$ _____/ea
20.	Power Distribution Plant, Part No. J2412AA-1			\$ _____/ea
21.	Rectifier, -48 Volt, Part No. MPR50			\$ _____/ea

The following are to be new **or** refurbished Northern Telecom PABX Hardware:

22.	NT8D02AB	\$ _____/ea	\$ _____/ea	
23.	NT8D03AB	\$ _____/ea	\$ _____/ea	
24.	NT8D09AK	\$ _____/ea	\$ _____/ea	
25.	QPC578D	\$ _____/ea	\$ _____/ea	
26.	QPC594C	\$ _____/ea	\$ _____/ea	

ITEM NO.	DESCRIPTION	UNIT PRICE
The following are to be <u>new</u> replacement parts:		
27.	48 VDC Regulated Plug-In Power Supply Brand/Stock No. _____	\$ _____/ea
28.	Three twisted pair, Cat 5, 22 gauge, PVC jacketed, silver phone cable, 1000 ft. spool	\$ _____/M
29.	Modular Wall jack, AMP Part No.5-641337-3 00 or equal Brand/Stock No. _____	\$ _____/ea
30.	Elevator Telephone, Allentel Model No. Gb31454-ADA or equal Brand/Stock No. _____	\$ _____/ea
31.	Digital Announcer, Bogen Model No. MT34, NO SUBSTITUTES	\$ _____/ea
32.	Amplifier, 100 Watt, Bogen Model No. TPU-100B, NO SUBSTITUTES	\$ _____/ea
33.	Digital Announcer, Bogen Model No. HSR4, NO SUBSTITUTES	\$ _____/ea
34.	Mounting Bracket, Caddy Part No. MP1 or equal Brand/Stock No. _____	\$ _____/ea
35.	CSU/DSU, Kentrox T-Serv II, NO SUBS	\$ _____/ea
36.	Surface Mount Interface Box, color white, Ortronics Part No. OR40400028, NO SUBS	\$ _____/ea
37.	Face Plate, single gang, color white, Ortronics Part No. OR40300158, NO SUBS	\$ _____/ea
38.	RJ-45 Modular Jack, color white, Ortronics Part No. OR60950008, NO SUBS	\$ _____/ea
39.	RJ-11 Modular Jack, color white, Ortronics Part No. OR60900015, NO SUBS	\$ _____/ea

**NOTICE TO BIDDER: IF OFFERING A PRODUCT OTHER THAN THE PRODUCT SPECIFIED, INCLUDE MANUFACTURER'S SPECIFICATION SHEETS WITH YOUR BID RESPONSE.**

ESTIMATED TIME FOR DELIVERY AFTER RECEIPT OF AN ORDER \_\_\_\_\_ CALENDAR DAYS.

Length of warranty required is one (1) year on all equipment offered. Warranty minimum on labor is 90 days.

WARRANTY STATEMENT \_\_\_\_\_

\_\_\_\_\_

Warranty Repair Location \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_

BID TITLE: Telephone Equipment & Equipment Repairs

BID NUMBER: 12-99

3. VENDOR:

- Check One:     Proprietorship  
                    Partnership  
                    Corporation

FEDERAL I.D. NO.: \_\_\_\_\_

WAREHOUSE ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

TELEPHONE NUMBER FOR PLACING ORDERS: ( \_\_\_\_\_ ) \_\_\_\_\_

FAX NUMBER FOR PLACING ORDERS: ( \_\_\_\_\_ ) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

OUR COMPANY HAS BEEN IN BUSINESS UNDER ITS PRESENT NAME SINCE: \_\_\_\_\_

At this present time we understand all requirements and state that as a serious proposer we will comply with all the stipulations included in the bid package.

The above named Vendor affirms and declares:

1.     that the Vendor is of lawful age and that no other person, firm or corporation has any interest in this bid or in the contract offered to be entered into;
2.     that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
3.     that the Vendor 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;
4.     that no officer or employee or person whose salary is payable in whole or in part from the County Treasury is, shall be or become interested, directly or indirectly, surety or otherwise in this bid; 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 thirty (30) days following the opening of bids.

PLEASE PRINT        -

Respectfully submitted,

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF  
FISCAL DIVISION  
P.O. BOX 3371  
TAMPA, FL 33601

We, the undersigned, have declined to bid on your Bid No. 12-99 for Telephone Equipment & Repair to Telephone Equipment 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 Bid.

\_\_\_\_ 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).

\_\_\_\_ Remove our company from your bid list.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We understand that if the "no bid" letter is not executed and returned, our name may be deleted from the list of qualified bidders for the Hillsborough County Sheriff's Office

PLEASE PRINT      COMPANY NAME \_\_\_\_\_

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

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

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_