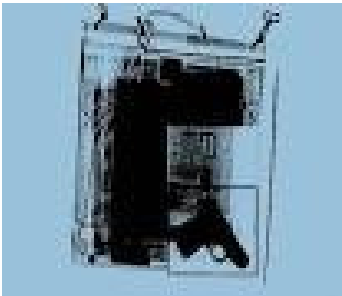


HILLSBOROUGH COUNTY SHERIFF'S OFFICE



June 10, 2014



Janice Wilder, Sr. Procurement Analyst
 Phone: 813-247-8029 Fax: 813-242-1826
 Email: purchasing@hcsso.tampa.fl.us

OFFICE OF THE COMPTROLLER
 2008 E. 8th Avenue
 Tampa, FL 33605

Request for Proposal

Title: Court Complex Security and Video Visitation Security Services

RFP No: 10-14

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 proposal package must be the basis upon which all proposals are offered and the same (the entire proposal 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 Provisions (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, this proposal package will become part of the "**Contract Document**". The Proposer's signature of Affirmation and Declaration constitutes the Proposer's agreement to the terms therein. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

<u>NOTICE TO PROPOSERS</u>
WHEN SUBMITTING A SEALED PROPOSAL, ALL PACKAGES OR ENVELOPES SHOULD BE CLEARLY MARKED AS ON THE OUTSIDE OF THE ENVELOPE.
THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE.

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	PROPOSED SCHEDULE OF EVENTS	DATE
1	RFP ADVERTISED AND POSTED TO HCSO WEBSITE	June 23, 3014
2	SUBMIT LETTER OF INTENT	July 8, 2014
3	PRE-PROPOSAL CONFERENCE AND FACILITY TOUR	July 9, 2014
5	DEADLINE TO SUBMIT PROPOSAL	July 25, 2014
6	AWARD NOTIFICATION TARGET DATE	August 15, 2014
7	POST AWARD NEGOTIATION DEADLINE	September 1, 2014
8	COMMENCEMENT (12:01 AM)	November 1, 2014

LETTER OF INTENT

The undersigned hereby acknowledges the Terms and Conditions, Provisions and Specifications and intends to respond to the Hillsborough County Sheriff’s Office Request for Proposal No. 10-14 Court Complex Security and Video Visitation Security Services.

We understand that any amendments, clarifications and addenda to the Request for Proposal will be promptly communicated to the individual authorized below to receive this information.

NAME TITLE

COMPANY NAME EMAIL ADDRESS

MAILING ADDRESS

TELEPHONE NUMBER FAX NUMBER

SIGNATURE

THE FOLLOWING REPRESENTATIVE(S) WILL ATTEND THE MANDATORY PRE-PROPOSAL CONFERENCE:
(Limited to a maximum of three persons)

1. _____
Print Name Email Address

2. _____
Print Name Email Address

3. _____
Print Name Email Address

THIS FORM SHOULD BE SENT IMMEDIATELY TO THE BUYER, JANICE WILDER,
AT Purchasing@hcs0.tampa.fl.us or FAXED TO 813-242-1826

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

June 10, 2014

VENDOR: NAME

SUBJECT: Request for Proposal Number 10-14

PROPOSAL TITLE: Court Complex Security and Video Visitation Security Services

BID OPENING DATE & TIME: June 25, 2014 3:00 P.M. EDT

PLACE: Sheriff's Operation Center
Purchasing Office, Room 125
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 above.

PRE-PROPOSAL CONFERENCE – MANDATORY: July 9, 2014 10:00 AM EDT

PLACE:	Edgecomb County Courthouse 800 E. Twiggs Street Sixth Floor Tampa, Florida 33601	Falkenburg Road Jail 520 North Falkenburg Road Visitation Center Lobby Tampa, Florida 33619
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PART A - GENERAL TERMS AND PROVISIONS:

- Proposal Responses: Proposals must be contained in a SEALED envelope or package addressed to: David Gee, Sheriff, 2008 E 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the proposal package 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, 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 deviations must be specifically referenced in your proposal response .
- Delivery of Proposal: The responsibility for getting the proposal to the Sheriff's Office on or before the stated time and date will be solely and strictly the responsibility of the vendor. 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 vendor 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 vendor unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".
- On-Line Documents: The Hillsborough County Sheriff's Office is publishing documents on its web page at www.hcso.tampa.fl.us for the convenience of vendors wanting to do business with the Sheriff. This service is public record and the Sheriff is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.
- Time for Consideration: Vendors warrant by virtue of proposing that the prices quoted in his proposal will be good for an evaluation period of sixty (60) calendar days from the date of proposal opening unless otherwise stated. Vendors will not be allowed to withdraw

or modify their proposals after the proposal opening time and date.

The Hillsborough County Sheriff's Office requires that, at the conclusion of the selection 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 Hillsborough County procurement regulations.

5. Prices: All proposal responses submitted must show the net proposal price after any and all discounts allowable have been deducted. Price(s) offered are to be F.O.B. Destination. State sales tax and federal excise taxes shall not be included as the Sheriff's Office is tax-exempt for materials sold directly to them. The Sheriff will issue exemption certificates to the successful vendor when requested.

The Vendor'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 Vendor's proposal as part of his materials cost, when applicable.

6. Proposal Obligation and Disposition: The contents of the proposal and any clarifications thereto submitted by the successful Vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of the Hillsborough County Sheriff's Office and will not be returned to the Vendor.

7. 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. The successful proposer shall, at all times observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations in any way affecting the contract.

8. Familiarity with Law: The Vendor 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 Vendor will in no way relieve him from responsibility.

9. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the vendor and the Sheriff's Office in no way is liable or obligates itself for any cost accrued to the vendor in preparing the submitted proposal.

10. Public Entity Crimes: Pursuant to Chapter 287.132/133 of the Florida Statute , effective July 1, 1989, the Hillsborough County Sheriff, as a public entity, may not accept any 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 \$25,000) 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), F.S. If you submit a proposal in response to this request, you are certifying that Florida Statute 287.132 and 287.133 does not restrict your submission.

14. Compliance with Occupational Safety and Health Act (O.S.H.A.): Vendor certifies that all material, equipment, etc., contained in his/her proposal meets all O.S.H.A. requirements.

15. Public Record: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, Florida Statutes. 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 Section 119.07, Florida Statutes. Public Records. The awarded Vendor or Contractor agrees to comply with Florida Statute 119.0701 regarding maintenance and provision of access to all public records generated by this contract with the Hillsborough County Sheriff's Office.

16. Site Visit: It is mandatory that the Vendor visit sites where services will be provided to familiarize him/her self with the scope of the effort required.

17. Disputes: Any prospective Proposer who disputes the reasonableness or appropriateness of the notice of award, or 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 Department by registered mail or hand deliver for which a receipt must be provided.

The Buyer will have five business days upon receipt of the dispute notice to review the issues with the stakeholders and evaluation

committee if necessary and consider the dispute as written. The Proposer may be requested to provide further clarification of the issues. Upon completion of this review process the Buyer will make a recommendation to the Comptroller.

The Comptroller may concur with the recommendation or arrive at a separate decision. The decision of the Comptroller will be communicated to the Proposer in writing. This decision and the basis upon which it was made will be communicated within 5 business days following the receipt of the recommendation from the Buyer. 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) of receiving the Comptroller’s decision requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

18. Specifications: Attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

“Signature On File”

By _____
Christina R. Porter, CPA
Comptroller

19. General Terms and Provisions outlined above are acknowledged. Our proposal is attached.

Company Name **Date**

Print Name/Title

SIGNATURE _____

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 19. EACH VENDOR’S PROPOSAL AND ANY CLARIFICATIONS TO THAT PROPOSAL 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 ON THE SPECIFICATION PAGE OR PART D1 EXCEPTIONS.

PART B - SPECIAL CONDITIONS

1. GENERAL REQUIREMENTS

The purpose of this Request for Proposal (RFP) is to select through a competitive sealed proposal process the most qualified vendor capable of providing Security Services to the Hillsborough County Sheriff’s Office (HCSO) on an ongoing contractual basis for a competitive price.

Security personnel will be licensed by the State of Florida Department of Agriculture and Consumer Services, Division of Licensing which regulates the private security industry in accordance with Chapter 493, Florida Statutes. All personnel shall be employed directly by the successful proposer and shall be approved by the HCSO before training commences.

2. SCOPE OF WORK

The HCSO will contract with the successful proposer to provide uniformed, armed and unarmed Security Officers at multiple Hillsborough County buildings including the County Courthouse Complex and County Center office building in downtown Tampa and the Plant City Courthouse. Services at these locations will include monitoring public access through the magnetometer, screening of belongings by x-ray machine for prohibited items, patrolling parking garages, performing scheduled security checks and other duties related to the protection and security of property and persons. Monday through Friday approximately 6,000 persons per day are screened for entry to the various court complex buildings. Night time and weekend duties focus more on internal and external security checks and parking garage safety issues. Security at the courthouse and downtown Tampa facilities is under command of the Department of Detention Services, Court Operations Division at these locations:

- a. Hillsborough County Center Building 601 E. Kennedy Boulevard
- b. Edgecomb County Courthouse 800 E. Twiggs Street
- c. Clerk/Public Defender’s Offices 700 E. Twiggs Street
- d. Clerk/State Attorney’s Offices 419 Pierce Street
- e. Hillsborough County Courthouse Annex 401 N. Jefferson Street
- f. County Parking Garages - (2) on Twiggs and (1) on Kennedy
- g. Joe Chillura Courthouse Square County Park
- h. Plant City Courthouse 301 N. Michigan Ave., Plant City

Additionally, security services will be provided at the Falkenburg Road Jail Video Visitation Center. Responsibilities at the jail include the screening of persons entering the facility to verify valid and proper identification credentials, detect contraband/prohibited items and monitor activities within the facility during visitation. This facility is under command of the Department of Detention Services Jail Division II and is located at:

- i. Falkenburg Road Jail (FRJ) Video Visitation Center 520 N. Falkenburg Road, Tampa Florida 33619

3. MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT

All Proposers must attend the Pre-Proposal Conference at the time, date and places indicated on page five (5). The purpose of the Pre-Proposal Conference and site visits will be to offer all interested parties an opportunity to discuss the proposal requirements, specifications, conditions and processes as well as to view the facilities and equipment in use. The conference will begin at the Edgecomb County Courthouse, 800 E. Twiggs Street, Sixth Floor. The exact room location will be announced at a later time and will be dependent on the number of persons planning to attend (please submit your letter of intent). Upon completion of the courthouse tour, the meeting will break and resume at a specified time at the Falkenburg Road Jail, 520 North Falkenburg Road, Visitation Center (the stand alone building south of the jail). It is our intention to minimize the time spent while affording a comprehensive tour and adequate time to ask and respond to questions. We estimate two to three hours including travel time between locations.

4. 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 Vendor who did not attend the Mandatory Pre-Proposal

Conference and site visit. The person(s) indicated on the Letter of Intent will be those notified of all addenda, amendments and Questions and Answers (Q & A).

5. COMMUNICATION BETWEEN PARTIES

- a. All questions in regard to this Request for Proposal are to be directed, in writing to the Buyer: Janice Wilder, Senior Procurement Analyst, at Purchasing@hcsotampa.fl.us or by fax at 813-242-1826.
- b. In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at www.hcso.tampa.fl.us. This will include minutes from the Pre-Proposal Conference, Q & A responses, amendments, addenda etc.

6. PREPARATION AND SUBMITTAL OF PROPOSALS

- a. 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 is required on page twenty-eight (28).
- b. All attachments to the RFP requiring signature acknowledgement by the proposer (e.g. amendments) are to be returned with the proposal response.
- c. 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).
- d. Proposals must be received by the Hillsborough County Sheriff’s Purchasing Office not later than the time and date shown on page five (5). Requests for extensions of this time and date will not be granted. 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 Sheriff’s Office after the acceptance date will not be considered and will be returned unopened marked “Received after the deadline for Opening of proposals”. Proposals will be publicly opened at the time and date specified.
- e. All proposals must include ONE original hard copy, ONE electronic copy in Windows compatible format such as .pdf or on USB flash drive or CD and FOUR print copies assembled in the order outlined in Part D Proposal Response. The **ORIGINAL HARD COPY WILL BE MARKED AS SUCH** on the front of the document. **The original hard copy will be the OFFICIAL PROPOSAL RESPONSE.** Proposal response sections should be marked by divider tabs. Hard copies may be bound in any fashion but should not vary from an 8-1/2 x 11 page size. Cover letters are not required but if used should be limited to a brief introduction and summary not to exceed two pages.
- f. The Sheriff reserves the right to postpone the date for receipt and opening of proposals or other deadlines and will make a reasonable effort to give at least five (5) calendar day notice of any such postponement to each prospective proposer.

7. 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 Hillsborough County. The Sheriff reserves the right to select the proposer that will best meet the needs of the Hillsborough County Sheriff’s Office, 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. After evaluation of the proposals received and approval by the Sheriff, all proposers will be notified of the selection.

8. PROPOSAL SECURITY

a. Bond Requirements

Each Proposal shall be accompanied by a proposal security (bid bond) made payable to the Hillsborough County Sheriff's Office pledging that the Proposer will enter into a contract with the Hillsborough County Sheriff on the terms stated in his/her Proposal and will furnish bonds as described hereunder in this section of these specifications covering the faithful performance of the Contract and the payment of all obligations arising there under. Should the Proposer refuse to enter into such contract or fail to furnish such bonds, when required, the amount of the proposal security shall be forfeited to the Hillsborough County Sheriff as liquidated damages, not as a penalty.

The amount of the proposal security shall be \$100,000 which is approximately five percent of the annual billing total. Security shall either be a certified check, cashier's check, treasurer's check, bank draft, or proposal bond issued by a surety company licensed to conduct business in the State of Florida. Bonds shall be written on the surety company's standard form, and the Attorney-In-Fact who executes the bond on behalf of the surety company shall affix to the bond a certified and current copy of his Power of Attorney, indicating the monetary limit of such power.

The Hillsborough County Sheriff will have the right to retain the proposal security of any Proposer to whom an award is being considered until either the (a) Contract has been executed or (b) the specified time has elapsed so that Proposals may be withdrawn, or (c) all proposals have been rejected.

b. Separation Settlement

In lieu of any Performance Bond the Hillsborough County Sheriff's Office will withhold one (1) month's payment. Following termination, payment for the last month of service will be released after assuring all obligations arising from the contract have been met by both parties.

9. PROPOSER QUALIFICATIONS

Proposals shall be considered only from providers who can clearly demonstrate to the Sheriff's Office 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 continuous provision of quality service to the Sheriff. In the determination of the evidence of responsibility and ability to perform the contract by the Proposer, 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.

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 as per the qualifications outlined in paragraph ten (10) above. 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.

- a. Personnel qualifications, recruiting, hiring, training and retention practices
- b. Proposer's Corporate, Financial and Organizational Capability and Support.
- c. References from current customers with similar requirements
- d. Price/Cost

11. EVALUATION AND AWARD PROCESS

The Hillsborough County Sheriff's Office reserves the right to award this contract to the proposer whose proposal in the opinion of the Sheriff best serves the requirements of the Sheriff's Office. The successful proposal will be determined utilizing both price and evaluation criteria outlined below. An Evaluation Committee will be appointed. Once each member of the Evaluation Committee has independently reviewed and ranked each proposal, the committee will meet and discuss the results of their initial rankings as compiled by the Buyer. Each proposal will be then be reviewed in a joint committee meeting for compliance with technical and administrative requirements. The committee may ask for clarifications which shall be communicated through the Buyer. The committee may also decide to interview or request oral presentations from the top ranked proposers which shall be arranged by the Buyer.

Once the committee reaches a consensus the Buyer will communicate the committee recommendation for award through the chain of command for final approval by the Sheriff or his representative. The Sheriff's Office intends to make a selection announcement no later than sixty (60) calendar days after the deadline for submission of proposals

12. TERMS OF CONTRACT

a. **Term.** The contract shall cover a two (2) year initial period. Upon mutual agreement, the contract may be renewed for three (3) one year renewal periods based upon negotiations of service delivery and costs. Changes in the contractual provisions or services to be furnished under the contract may be made only in writing, and must be approved by the Sheriff and the agent of the Contractor. Should a decision be made to increase the scope of the contract, the Sheriff and the Contractor will mutually agree, in writing, to an adjusted contract price.

b. **Insurance.** 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 Hillsborough County Sheriff's Office, 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. The Contractor will provide a copy of the Certification of Insurance provided to the Division of Licensing and Certificates of Insurance naming the Hillsborough County Sheriff's Office "All Locations".

1) Worker's Compensation and Employer's Liability Insurance

The Contractor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all 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 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 Hillsborough County Sheriff's Office, for the protection of his employees not otherwise protected. Workers' Compensation and Employer's Liability Insurance shall be provided as required by law or regulation (statutory requirements). Employer's Liability insurance shall be provided in amounts not less than \$500,000 per accident for bodily injury by accident; \$500,000 policy limit by disease; and \$500,000 per employee for bodily injury by disease."

2) Contractor's Public Liability and Property Damage Insurance

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/her 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 to include contractual liability shall be in the amount of no less than \$1,000,000 combined single limit
- Automobile liability with \$1,000,000 combined single limit

- c. **Equal Employment Opportunity.** The successful Contractor shall comply with all provisions of Federal, State and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, handicap or national origin.
- d. **Warranty Against Contingent Fees.** The successful Contractor will agree to warrant that no person or selling agency has been employed or retained to solicit this contract upon an agreement of understanding for commission, percentage, brokerage or contingency, except bona fide employees or selling agents maintained by the Contractor for the purpose of securing business.
- e. **Subcontracts.** The Contractor will not sell, assign, transfer, nor convey any of its rights except with the written consent of the Sheriff or his designee.
- f. **Termination with or without cause.** Should the Contractor default on the terms of the contract resulting from this RFP, the Hillsborough County Sheriff's Office shall give the Contractor notice of such default and intent to terminate unless the Contractor successfully cures the conditions within the specified time period indicated in the notice. It shall be at the discretion of the Sheriff's Office to order the Contractor to stop work immediately and leave the premises or to reinstate the contract based upon corrective action.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Sheriff for damage sustained by the Sheriff's Office by virtue of any breach of the agreement by the Contractor. Either party may terminate the agreement, without cause, upon giving the other party not less than one hundred eighty (180) calendar days written notice of termination.

- g. **Recovery of Expense due to Failure to Perform.** The services rendered under this contract will be critical to the mandated responsibilities of the Sheriff. Therefore, the Contractor will reimburse the Sheriff for all expenses incurred by the Hillsborough County Sheriff's Office in providing services which are the responsibility of the Contractor. Such expenses shall be reduced from the monthly payment due the Contractor.
- h. **Indemnification and Hold Harmless Agreement.** The Contractor agrees to indemnify and hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from acts or omissions of the Contractor, its agents or sub-contractors. The Contractor agrees to hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from any injury or damage sustained by any person or property in consequence of any neglect in safeguarding contract work, by the Contractor, its agents or sub-contractors or from any claims or amounts arising or uncovered under any law, by-law, ordinance, regulation or decree.
- i. **Payment for Services.** The Hillsborough County Sheriff's Office shall pay the successful Contractor for the provision of designated services during the term of the contract at the rates indicated in the proposal response or negotiated post award and as invoiced for billable hours by the Contractor.
- j. **Licensing.** It is the responsibility of the Contractor to have and maintain the appropriate licenses and certificates valid for the agency to operate and for all employees to carry out the duties of the assignment.

13. NEXT LOW BIDDER

In the event of a default by the Contractor the Hillsborough County Sheriff's Office reserves the right to utilize the next best responsive and responsible proposer.

14. 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.

15. APPROPRIATIONS OF FUNDS

The Hillsborough County Sheriff, 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 Hillsborough County Sheriff's Office 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.

16. INVOICING AND PAYMENTS

The Contractor will invoice the HCSO monthly in arrears. The billed hours will be approved by the appropriate Division Commander or his designee. Daily time sheets (or other time keeping method implemented) will serve as verification of the hours billed. Payments will be made within thirty days unless disputed. No late fees may be imposed until after forty-five days of the invoice date.

A purchase order will be issued annually at the beginning of the HCSO fiscal year, October 1st, for an estimated amount to cover a given period. At a minimum, an invoice shall show the purchase order number, post location and level of service, number of hours billed and the hourly rate. Invoices must include detail of the hours worked by each individual and will be separated in to four billing locations (Tampa Court Complex, Plant City Courthouse, County Center and the Video Visitation Center).

It is a requirement of the HCSO that the Division Commander, or their designee, review and approve all invoices prior to the HCSO remitting payment.

Invoices should be addressed to:
Hillsborough County Sheriff's Office
Accounts Payable
P.O. Box 3371
Tampa, FL 33601

Alternately, invoices may be emailed to accountspayable@hcs0.tampa.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.

17. EXCEPTIONS TO PROPOSAL REQUIREMENTS: All proposals must clearly and with specificity detail all deviations to the exact requirements imposed upon the Proposer by the General Terms and Provisions (Part A), The Special Provisions (Part B) and the Technical Specifications (Part C). Such deviations should be stated upon the Proposal (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 package. In instances where an exception is stated upon the Proposal (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 proposer by the General Terms and Provisions (Part A), the Special Provisions (Part B) and the Technical Specifications (Part C).

PART C - TECHNICAL SPECIFICATIONS

1. GENERAL PROPOSAL REQUIREMENTS

The successful proposer will provide Security Officers, licensed by the State of Florida Department of Agriculture and Consumer Services, to staff various positions assigned to the protection of persons and property at various facilities listed in Part B, Paragraph 2. Security personnel will be responsible for reporting to Sheriff’s personnel all conditions of risk, hazard, peril or situation that may potentially bring harm to persons or property and to otherwise protect property, buildings and equipment from preventable loss such as fire, equipment failure, theft, vandalism, trespass or other violation of the law.

Two security programs are operated by the HCSO:

- a. The Court Complex Security and County Center Security programs are under the command of the Department of Detention Services Court Operations Division. This program utilizes both armed and unarmed officers. The current schedule supports fifty-one (51) officers for a total of 2,084 hours per week.

As previously stated, the primary duty of Security Officers at the courthouse locations is to detect and prevent any weapons or other prohibited items from being carried into the facilities. Walk-through metal detectors (magnetometers), hand held magnetometers and x-ray machines for the screening of belongings are in use. Monday through Friday approximately 6,000 persons per day are screened. This high volume of traffic requires extreme vigilance and focus. Night time and weekend duties focus more on internal and external scheduled building security checks and parking garage safety issues.

- b. The Video Visitation program is under the command of Department of Detention Services Jail Division II and currently requires one (1) Armed Security Officer on duty for an eight hour shift per day, seven days a week. The shift is from 12:30PM to 9:00PM including a half hour unpaid lunch. This post is responsible for screening of persons entering the facility to verify they possess valid and proper identification credentials, to detect and confiscate contraband/prohibited items and to monitor activities within the facility during video visitation. Walk-through and hand-held metal detectors are in use. The Video Visitation facility consists of banks of cubicles with monitors and phones over which inmates and their pre-approved authorized visitors may communicate. Not only is vigilance important, but high standards of personal conduct must be upheld in the face of families and friends who may attempt to influence an Officer on behalf of their family member.

As each program is operated by a different Division, the request is for two separate contracts to be entered based on the same terms, conditions and provisions of this RFP. Each Division will be separately responsible for contract administration and performance metrics of service within their respective areas.

The successful proposer will be expected to respond with a detailed description of their company’s ability to provide the services specified and the operational and management functions that will allow provision of quality program of services. This specifications listed below are intended to provide the minimum requirements of the HCSO. The successful proposal will describe the methods, resources, systems and processes utilized to create and maintain an outstanding plan for service.

2. CONTRACTOR REQUIREMENTS

As described in Part B, Paragraph 9 Proposer Qualifications, the successful proposer becoming the Contractor shall have demonstrated to the Sheriff’s Office a professionally managed organization with the financial ability, experience and resources to provide the type of high quality service personnel and accomplish the detailed administrative responsibilities demanded by the HCSO.

The Contractor will be a Class “B” licensed security agency whose managers also meet the State of Florida licensing requirements. The Contractor’s relationship with the HCSO will be that of Independent Contractor. The Contractor shall be solely responsible for the recruitment, hiring, training, supervising, discharging and compensation of all employees. Nothing in this solicitation or ensuing contract will intend to create or imply an employment relationship between the HCSO and any Security Officer or Supervisor.

3. CONTRACTOR MANAGEMENT PERSONNEL

The Contractor will assign one Contract Manager (or no more than one for each program if necessary) who has the authority to act on behalf of the Contractor and who will be the direct contact for the respective Division Commanders or their designees. This position is one that shall not be paid by the HCSO. Said Contract Manager shall maintain open communication with HCSO command staff, carry out disciplinary procedures, provide reports as required and hold regularly scheduled meetings with HCSO personnel to identify any current or potential issues, implement remedial plans and actively cooperate in all matters pertaining to this contract.

4. SECURITY OFFICER QUALIFICATIONS

Three classifications of Security Officers will be required: Unarmed, Armed and Supervisory. All Security Officers will hold either a Class “D” or Class “G” State of Florida license and will be direct employees of the licensed security agency which will become the Contractor as a result of this solicitation. Security Officers shall have met all the qualifications to become licensed by the State of Florida, i.e. be at least 21 years old, have a high school diploma or GED, have successfully completed forty (40) hours of State approved security officer training (and an additional 16 hours firearms training for Class G license holders), have never been convicted of a felony, adjudicated incompetent or been committed to a mental institution or have a history of drug or alcohol abuse. Officers will be physically fit (not assigned to “light duty”), of stable mental and emotional health, present a professional appearance and attitude, be able to calmly handle emergencies, remain alert, be cooperative, respectful of and able to communicate with the public in the English language.

Additionally, the HCSO will require that all Armed Security Officers assigned to a Court Security or Video Visitation* post shall have *experience or education* through one or more of the following:

- Former Law Enforcement Officer
- Former Correctional Officer
- Former Federal Agency Officer
- Retired Military (20 or more years)
- Military Service with Specialized Training (Military Police, Elite Military Forces, USMC Combat Arms etc.)
- Criminal Justice Degree (Associate or higher) with demonstrated experience in the use of and carrying a firearm in a work-related environment.
- Police Academy Graduate

*(The Video Visitation Division Commander requires Officers to have experience either in Law Enforcement or Military Police and will not accept an educational achievement as a substitute for such experience. Court Security is willing to accept either. Review and acceptance of all applicants still prevails.)

In addition to the state licensing requirements all Unarmed Security Officers assigned a Court Security post shall have experience or education through one or more of the following:

- Preferred Military Service
- Preferred College Experience
- Minimum of one year security experience
- Meaningful and verifiable work experience

All Security Officer applicants will be subject to a criminal background check and clearance by the HCSO. The Contractor will provide to the HCSO the following employee data or reports prior to beginning on the job training:

- Letter from Contractor identifying Security Officer and duty post to be filled
- Copy of Contractor’s employment application to include Name, Address, Date of Birth
- Florida Driver’s License Number
- Florida Class “D” or Class “G” License Number
- Previous Civilian, Military or Law Enforcement Experience
- Training Locations and Completion Dates – including Academy, College etc.
- Completed Background Check from a licensed third party
- Completed HCSO forms required for issuance of ID Badge

5. TRAINING AND POST ORDERS

Each duty post or position has a very specific written set of POST ORDERS detailing the duties and responsibilities of that post. All Security Officers must be fully trained in the duties of the post to which they are assigned based the Post Orders. The Contractor will be responsible for developing training programs for each duty post. The Contractor’s training materials and procedures will be submitted to the Division Commander(s) or his designee for approval before implementation. At a minimum, each new employee will receive sixteen (16) hours on the job training per post. Each Security Officer must also be trained in CPR/First Aid. The successful proposer may also offer in-service trainings and career advancement training opportunities. The Contractor will pay for all initial, on the job and in-service training.

The Contractor will be expected to provide well defined operational policies and procedures based on the State of Florida Division of Licensing, the Contractor’s Policy and Procedure manual and the HCSO Standard Operating Procedures and Post Orders. It will be the Contractor’s responsibility having received notice of any changes to these policies and procedures or Post Orders to convey the same and provide training if necessary to their HCSO assigned Security Officers.

6. REQUIRED STAFFING

The exact post locations, type of personnel required and hours to be staffed for both programs are contained in Exhibit A. All proposal pricing should be based on the minimum staffing requirements presented in Exhibit A, though actual scheduling may be addressed in negotiation. The Contractor will ensure that post coverage will be maintained at all times by having sufficient, trained and approved back up officers to cover for scheduled and unscheduled time off. There should be consistency in assigned staff in order to develop experienced individuals. There should also be adequate cross-training in post duties. Part time assignments should be minimized in order to retain qualified and satisfied employees.

7. EQUIPMENT, UNIFORMS AND FACILITIES

All Security Officers must be uniformed as per the provision of Chapter 493.6305F.S. Officer’s uniforms will **not** be provided by the HCSO. If the post requires a personal transportation or motorized vehicle that equipment will be provided and maintained by the Contractor.

The HCSO will provide

- a. Security access control and identification badges for all approved Security Officers.
- b. Two-way radios. Security personnel will communicate on the same channel as the Deputies on duty. The Contractor will reimburse the HCSO for loss or damage to a radio not caused by actions of the job.
- c. Maintenance, repair or replacement of all security scanning and x-ray equipment as well as closed circuit cameras, access door controls, alarms etc.
- d. Office furniture or office space is provided where required, along with break areas, squad rooms and locker rooms.

8. SECURITY OFFICER VIOLATIONS

The following are examples of violations of the provisions of Chapter 493, F.S. which may result in probation, suspension or revocation of the license:

- a. Impersonating a law enforcement officer
- b. Using unnecessary force or violence outside the lawful protection of duty
- c. Not being properly uniformed or possessing ID card and license while on duty
- d. Leaving an assigned post or sleeping on duty.

The HCSO Division Commander may request replacement of any Contractor personnel believed in violation of Chapter 493 F.S. or of any HCSO policy or procedure or considered unable to carry out the responsibilities of the assigned post due to any reason which shall be described by the respective Division Commander at their sole discretion. Such violations would include but not be limited to:

- a. Failure to follow procedure

- b. Poor job performance or inability to operate equipment properly
- c. Poor personal hygiene or appearance
- d. Leaving assigned post without approval or relief
- e. Using for entertainment purposes a cell phone, tablet, game device, radio, television or books while on duty
- f. Inappropriate fraternization with any member of the public
- g. Making or receiving personal phone calls or having personal visitors while on duty
- h. Using alcoholic beverages or illegal substances
- i. Using tobacco in any form except in authorized areas while on assigned break (Sheriff’s Office properties are all tobacco free).
- j. Using unassigned desks, phones or equipment
- k. Unacceptable behavior or inappropriate conduct as determined by the respective Division Commander

The Hillsborough County Sheriff’s Office may prohibit entry to any secure facility, or remove there from, any Contractor employee who does not perform his/her duties in a professional manner. The HCSO also reserves the right to search any person, property or article entering or leaving its facilities or the facilities for which security is the express responsibility of the Sheriff’s Office.

When a Security Officer resigns or is discharged from their employment with the Contractor, the Contractor shall immediately notify the respective Division Commander or his/her designee.

9. RISK MANAGEMENT

The successful proposer shall describe in their proposal response their interpretation of the risk and liability involved in providing this service and what steps your company takes to reduce and eliminate such risk. Provide a list in your proposal response of any claims or lawsuits pending against your company and the nature of the same. Describe in summary all claims or suits against your company over the past three (3) years and explain the outcome of each.

10. PERFORMANCE EVALUATION AND DISCIPLINARY ACTION

Describe in your proposal response your company’s disciplinary procedures and employee performance evaluation program including how employee performance is monitored and documented and the frequency of performance review. Give examples of what would create a need for disciplinary action and what type of disciplinary actions are noted in your personnel policy. What is your procedure for handling complaints from the public regarding an employee’s performance or behavior? Describe any training required for your employee’s that would address public relations.

11. REPORTING

The successful proposer will be required to maintain daily personnel attendance logs/ time sheets which shall be made available to the respective Division Commanders as requested and which shall be the basis of monthly invoicing. The status of vacant posts, overtime reports and other billing issues will be provided weekly. The respective Division Commander will receive a full written report of any incident resulting in a breach of security or endangerment or harm to any individual or damage to any structure or equipment.

Different Posts will have specific functions requiring reports such as recording equipment meter reading, visitor log in sheets, security checks etc. as described in post orders.

12. EMERGENCY/DISASTER SERVICES

The HCSO may request additional manpower to cover Emergency/Disaster Services for response to such events as terrorist threat, riots, strikes or natural disasters and acts of God. The HCSO Continuity of Operations Plan would include and require the Security Services Contractor to work with law enforcement’s plan to maintain order and to reinstate normal public service function as quickly as possible. This may require additional personnel or reorganization of personnel or relocation of services. The Contractor will be expected to support and comply with all law enforcement requests during such events to the best of their ability and in mutual dedication to the public good.

13. HOURLY RATES AND BILLING

The HCSO will pay for services rendered at the hourly billing rates for the three classifications of Security Officers (Armed, Unarmed, Supervisory) based on the information in Exhibit A. Proposed hourly rates will be presented in Part D Proposal Response. Rates will include straight time and overtime/holiday for each position.

Straight time billing will be used for all hours as contracted in this solicitation or as permanently added to the contract in the future. Overtime rates will apply only as pre-approved by the respective Division Commander of his designee. Overtime rates also apply to Holidays which include New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Hourly rates are to remain constant during the initial contract term. Escalation or De-escalation of the hourly rates will be considered only in terms of the following:

- a. With any change mandated by law affecting payroll taxes, licensing fees or minimum wage requirements. Written notice and documentation of such changes must be presented to and accepted by the HCSO a minimum of thirty days prior to the effective date of the change.
- b. An annual Cost of Living review will be allowed at the contract renewal date. The Contractor must present to the HCSO for approval any hourly rate escalation request a minimum of thirty days prior to the renewal date. Documentation substantiating an increase in labor rates will be provided based on the Bureau of Labor Statistics Employment Cost Index for Occupation Code 33-9032 Security Guards based on the local area. The base labor cost will be from November 2014. The maximum allowable increase will be 2.5% of the base labor cost.
- c. An approved change in the hourly labor rates will be considered an amendment to the Contract.

The Contractor will invoice the HCSO monthly in arrears. The billed hours will be approved by the appropriate Division Commander or his designee. Time sheets completed and turned in daily (or other time keeping method implemented) will serve as verification of the hours billed. Payments will be made within thirty days unless disputed. No late fees may be imposed until after forty-five days of the invoice date.

14. ADD/DELETE

The basis of this contract will be the hourly rates per type of position and the performance of the Contractor and their assigned personnel. Changes in the number of personnel required by the HCSO or the number of locations served or the type of security work to be performed will not affect the hourly labor rates. No change order or amendment to the contract will be required to increase or decrease the staffing requirements, add or delete locations (within Hillsborough County limits) or change the procedural orders for a post. All of these requirements will be determined by the respective Division Commanders and set forth in the Post Orders and staffing requirements and handled directly with the Contract Manager.

15. DEDUCTIONS FOR NON-CONFORMANCE

Failure of the Contractor to provide or perform the services required will result in written notice from the HCSO of an assessment against monies owed to the Contractor. The assessed amounts to be deducted against current or future monies owed will apply to the following infractions for each occurrence and each day the occurrence remains uncorrected.

- a. \$1,000.00
 - 1) Security Officer’s failure to detect a firearm or replica firearm that was clearly apparent on XRAY or alerted by the metal detector.
- b. \$500.00
 - 1) Improperly licensed or untrained Security Officer assigned to a post
 - 2) Contractor’s failure to fully staff a shift. Each Security Officer missing from a post equals one occurrence.
- c. \$250.00
 - 1) Failure to maintain trained back up Officers
 - 2) Improperly uniformed Officer reports for Duty
 - 3) Failure to follow Policy and Procedure, SOP or special orders.
 - 4) Failure to provide or possess required equipment.

16. COMMENCEMENT AND TRANSITION

Security Services are currently provided by G4S. The Sheriff's Office would demand complete coordination between the incoming and outgoing contractors to facilitate a smooth transition and prevent any service interruption, if such is the result of this RFP. The new Contractor will be responsible for coordinating with the HCSO and the outgoing provider to see that new Contractor personnel are properly trained prior to commencement. That training shall be at the expense of the newly awarded Contractor. If the new Contractor transition plan would include hiring and retaining of security officers working for the previous provider describe how that would be handled and if benefits and accrued leave for those persons would be addressed.

Services will be scheduled to commence on November 1, 2014

PART D - PROPOSAL FOR COURT COMPLEX SECURITY AND VIDEO VISITATION CENTER

The undersigned understands that this Proposal **must be signed** in ink and that an **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 THE 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

1. EXCEPTIONS TO PROPOSAL: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) NOTED MAY CAUSE THIS PROPOSAL TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. **ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 17 OF THE SPECIAL PROVISIONS (PART B).**

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

2. **VENDOR NAME AND PHYSICAL ADDRESS:**

The undersigned has carefully examined the proposal package and all conditions affecting the cost of the service required by the Hillsborough County Sheriff's Office.

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 services described herein in accordance with the proposal package, except as noted on attached Exceptions Form:

3. **PROPOSAL RESPONSE SECTION:**

Please include in your proposal response narratives the details that will evidence how your plans and programs will provide the HCSO with efficient and quality Security Services. 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, examples or forms, reports etc.

Section title page provided.

- A. Company Overview
- B. Personnel Recruiting
- C. References and Lawsuits
- D. Equipment and Uniforms
- E. Transition Plan
- F. Pricing

Response Section Cover Page

Proposal Response Section A - Company Overview

Company History and Philosophy, Years in Business, Mission Statement

Corporate Organizational Structure - Principal Stakeholders

Management –Resumes, Licenses

Local Program Organizational Structure

Local Management Experience and Duties

Financial Statements

Insurance Certificates

Response Section Cover Page

Proposal Response Section B - Personnel Recruiting (Qualifying Hiring, Training, Retaining, Developing, Disciplining etc.)

Provide listing of all job positions to be filled, description of job duties, qualifications, licensing requirements and pay scale for each.

Describe hiring practices, resources and methods of recruitment

Describe orientation, training and staff development programs.

Describe performance evaluation and disciplinary procedures as documented in your personnel policy.

What is your procedure for handling complaints from the public regarding an employee's performance or behavior? Describe any training required for your employees that would address public relations.

Provide staff turnover ratio company-wide by position or job classification.

Describe the statistical reporting you would provide.

Provide examples of forms used such as time cards and incident reports

Proposal Response Section C – References and Lawsuits

Provide a minimum of three references of current customers that would have service needs or numbers of personnel similar to the needs of the HCSO. Include:

- Company Name and address
- Contact Person Name, phone number, email address
- Number of personnel assigned to this customer



Provide a list of any current or pending law suits and the status of each.

Provide a list of all lawsuits within the past three years and the outcomes.



Describe your interpretation of the risk and liability involved in providing this service and what steps your company takes to reduce and eliminate such risk.

Response Section Cover Page

Proposal Response Section D - Equipment & Uniforms

Describe your security officer uniforms (provide picture).

Who is your uniform supplier?

Are uniforms provided by the company or paid for by the employee?

List any other personal or job-function equipment that will be provided to Security Officers (such as security check trackers, motorized personal transportation).

Response Section Cover Page

Proposal Response Section E – Transition Plan

Describe the steps that would be included in your transition plan.

Provide any examples where your company has transitioned into service. Describe the challenges and how they were overcome.

If you were awarded the Contract, how would you staff so many positions in a relatively short time period?

Proposal Response Section F – Pricing

COURT COMPLEX SECURITY AND VIDEO VISITATION SECURITY					
Position	Minimum Hourly Wage Paid to Employees for position	Straight Time Hourly Billing Rate	Overtime/Holiday Hourly Billing Rate	Number of Full Time Employees Assigned	Other
Armed					
Unarmed					
Supervisor					
Other					
Exceptions					

PROPOSAL RESPONSE SECTION G – VENDOR INFORMATION & AFFIRMATION

VENDOR NAME AND ADDRESS

Check One: Individual
 Partnership
 Corporation

FEDERAL TAXPAYER IDENTIFICATION NUMBER _____

REMIT TO ADDRESS IF DIFFERENT FROM ABOVE: _____

TELEPHONE NUMBER (_____) _____ FAX NUMBER: (_____) _____

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 proposal package.

The above named Proposer affirms and declares:

- 1. That the Proposer is of lawful age and that no other person, firm or corporation has any interest in this proposal or in the contract proposed to be entered into;
- 2. That this proposal 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 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;
- 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 proposal; 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 also agrees that this proposal shall remain open for an evaluation period of sixty (60) calendar days following the opening of proposals.

Respectfully submitted,

PLEASE PRINT - By _____

Title _____

Date _____

Signature _____

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.10-14 Court Complex Security and Video Visitation Security 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-100	Awarded
A. Personnel qualifications, recruiting, hiring and training practices	25	_____
B. Company Overview	25	_____
C. References from current customers with similar requirements	10	_____
D. Price/Cost (Price Score to be calculated by Buyer using this formula:) $\frac{\text{Lowest Cost}}{\text{Cost Being Evaluated}} \times \text{Maximum Points Available} = \text{Awarded Points}$	40	_____

E. What are the strongest points of this proposer?

F. What are the weakest points of this proposer?

G. General comments/clarifications/questions

Name of evaluator _____ Date _____

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

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

ATTN: PURCHASING X8034

BID PACKAGE SUBMITTAL

RFP/BID #10-14 Court Complex Security and
Video Visitation Security

OPENING DATE & TIME:

July 25, 2014 3:00 PM EDT

EXHIBIT A STAFFING SCHEDULE

Security Service Staffing Requirements by Location					
	QTY	Position	Scheduled Hours	Days/Week	Hours/Week
Contract Manager	1				40
Shift Supervisors					
Shift Supervisor	2	Armed Supv	0700-1900	7 days	84
Shift Supervisor	1	Armed Supv	1900-0700	4 days S-W	40
Shift Supervisor	1	Armed Supv	0700-1900	4 days W-S	40
Tampa Court Complex					
Edgecomb	2	Armed	0700-1900	7 days	84
Edgecomb	1	Armed	0700-1600	5 days M-F	40
Edgecomb	1	Armed	0700-1600	5 days M-F	40
Edgecomb	1	Armed	0730-1630	5 days M-F	40
Edgecomb	2	Unarmed	0700-1900	7 days	84
Edgecomb	2	Unarmed	0700-1900	7 days	84
Edgecomb	1	Unarmed	0700-1600	5 days M-F	40
Edgecomb	1	Unarmed	0700-1600	5 days M-F	40
Edgecomb	1	Unarmed	0700-1600	5 days M-F	40
Edgecomb	1	Unarmed	0700-1600	5 days M-F	40
Edgecomb	1	Unarmed	0700-1600	5 days M-F	40
Edgecomb	1	Unarmed	0730-1630	5 days M-F	40
Edgecomb	1	Unarmed	0730-1630	5 days M-F	40
Edgecomb	2	Unarmed	1900-0700	7 days	84
Edgecomb	2	Armed	1830-0630	7 days	84
Edgecomb/480/490	1	Armed	0800-1700	5 days M-F	40
Edgecomb/Foreclo	1	Armed	0700-1600	5 days M-F	40
Edgecomb/Juv Fl	1	Armed	0730-1630	5 days M-F	40
Edgecomb/Teen Ct	1	Armed	1130-2030	5 days M-F	40
Exterior Patrol	2	Armed	1900-0700	7 days	84
Annex	1	Armed	0645-1545	5 days M-F	40
Annex	1	Unarmed	0645-1545	5 days M-F	40
Public Defender Bldg	2	Armed	0700-1900	7 days	84
Public Defender Bldg	1	Armed	0730-1630	5 days M-F	40
Public Defenders Bldg	2	Unarmed	0700-1900	7 days	84
State Atty's Bldg	1	Unarmed	0730-1630	5 days M-F	40
State Atty's Bldg	2	Armed	0645-1845	7days S-S	80
State Atty's Bldg	1	Armed	0730-1630	5 days M-F	40
State Atty's Bldg	1	Armed	0730-1630	5 days M-F	40

EXHIBIT A STAFFING SCHEDULE

Security Service Staffing Requirements by Location

	QTY	Position	Scheduled Hours	Days/Week	Hours/Week
Plant City Courthouse					
Plant City Court	1	Armed	0730-1630	5 days M-F	40
Plant City Court	1	Armed	0800-1700	5 days M-F	40
Plant City Court	1	Armed	0900-1800	5 days M-F	40
COUNTY CENTER					
County Center	1	Armed	0830-1730	5 days M-F	40
County Center	2	Armed	1830-0630	7 days	84
County Center	2	Unarmed	1900-0700	7 days	84
TOTALS 51 2084					
Day Shift Armed	24		Day Shift Unarmed	15	
Night Shift Armed	8		Night Shift Unarmed	4	
FRJ Video Visitation Center					
Video Visitation	2	Armed	1230-2100	7 days	56
Scheduled hours are approximate. Above schedule would be reduced by lunch breaks, split shifts etc. See Attachment B for the actual current schedule for Court Complex, County Center and Plant City Security Services.					