



# OFFICE OF THE SHERIFF

**Chad Chronister, Sheriff**  
**Jose Docobo, Chief Deputy**  
*Hillsborough County, Florida*

February 12, 2018

**SUBJECT:** Amendment No. 1 to Bid 7-18 Bulk Fuel Site Preparation & Tank Installation

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in RFP 7-18:

1. The Questions & Answers deadline has been extended. The Table of Contents, Proposed Schedule of Events, found on page three (3) will be replaced as follows.

<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
RFP ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	1/29/18
PRE-PROPOSAL CONFERENCE AT SITE LOCATION AND LETTER OF INTENT DUE	2/6/18
QUESTIONS AND ANSWERS CLOSING	2/19/18
DEADLINE TO SUBMIT PROPOSAL	3/1/18
AWARD NOTIFICATION TARGET DATE	3/16/18

2. Page five (5) and 35 will be replaced in its entirety to cover the change in Opening Date and Time, see attached.

Please note that this document hereby becomes a part of Bid 7-18 and without this document, the Bid is considered incomplete.

Sincerely,

Christina R. Porter, CPA  
Chief Financial Officer

CRP/dj/cbc

Enclosure

ACKNOWLEDGEMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the  
Amendment No. 1 to Bid 7-18.

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

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

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

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

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

(Signed Acknowledgement must be included with your Bid Package)

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

**VENDOR NAME:** \_\_\_\_\_

**SUBJECT:** Request for Proposal Number 7-18

Proposal Title: Bulk Fuel Site Preparation and Tank Installation

**OPENING DATE and TIME: 3/1/18 at 3:00 pm. EST**

**PLACE:** Malcolm E. Beard Sheriff's Operation Center  
 Financial Services Division, Purchasing Section  
 2008 E. 8th Avenue, Room #125  
 Tampa, Florida 33605

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

**MANDATORY PRE-PROPOSAL CONFERENCE: 2/6/2018 at 11:00 am. EST or EDT**

**PLACE:** Proposed Bulk Fuel Site  
 4702 Sydney Road  
 Plant City, Florida 33567

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

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

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

2. **Proposal Delivery:** The responsibility for getting the Proposal Package to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the Proposer unopened with the notation "This Proposal was received after the time designated for the receipt and opening of proposals".

**CHECKLIST, Include the following:**

- ONE ORIGINAL and TWO COPIES OF the entire RFP.
- SIGNATURES required Parts A and D.
- Any Addendums or Amendments (Signatures required).
- Completed Part D including references, project approach and planning, subcontractor list, resumes, signature page, vendor information.
- Certificates of Insurance and Business Tax Receipt.
- Professional Licenses (if applicable).
- Manufacturer literature and warranty information if applicable.
- Appendix I, Vendor Packet

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

CHAD CHRONISTER, SHERIFF  
2008 E. 8<sup>TH</sup> AVE  
TAMPA, FLORIDA 33605  
ATTN: PURCHASING Ext. 8034

PROPOSAL PACKAGE SUBMITTAL

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

RFP # 7-18

OPENING DATE and TIME:

3/1/18 @ 3:00 pm