



PURCHASING OFFICE
P.O. BOX 3371
PHONE: 813-247-8034
FAX: 813-247-0907

DAVID GEE, Sheriff
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

November 22, 2013

Office of the Comptroller
2008 E. 8th Avenue
Tampa, FL 33605

BID TITLE: Law Enforcement Uniform Accessories

Jennifer Miller, Buyer
(813) 247-0026
jrmiller@hcsotampa.fl.us

BID NUMBER: 19-13

INSTRUCTIONS TO BIDDERS

Included herein are General Terms and Provisions (Part A); the Special Provisions (Part B); and the Bid Response (Part C), which together with all attachments, constitute the entire "Bid Package". Said bid package must be the basis upon which all bids are offered and 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 Response (Part C). Any questions concerning this request for 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. The signature on the bid package must be that of an Officer of the Company or an individual authorized to commit the Company to a legal and binding contract. **READ THE ENTIRE BID CAREFULLY BEFORE SIGNING.**

NOTICE TO BIDDERS

WHEN SUBMITTING A SEALED BID, ALL BIDS SHOULD BE CLEARLY MARKED AS A BID DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE BID NUMBER, BID TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

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

VENDOR:

SUBJECT: Bid Number 19-13

BID TITLE: Law Enforcement Uniform Accessories

OPENING DATE & TIME: December 13, 2013 @ 3:00 PM

PLACE: Sheriff's Operation Center
Office of the Comptroller, Room 125
2008 E. 8th Avenue
Tampa, FL 33605

PRE-BID CONFERENCE: None Scheduled

PART A - GENERAL TERMS AND PROVISIONS:

1. Bids: Must be contained in a SEALED envelope addressed to: David Gee, Sheriff, 2008 E. 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the bid must be marked as a BID DOCUMENT (including the BID number, date and time of BID opening) on the outside of the envelope.

If our specifications, when included in our Bid, are not returned with your bid, 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 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 BID's".
3. On-Line Documents: The Hillsborough County Sheriff's Office is publishing documents on its web page (www.hcso.tampa.fl.us) for the convenience of vendors wanting to do business with the Sheriff and to save tax dollars. 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 bid.
4. Time for Consideration: Bidder warrants by virtue of bidding the prices quoted in his proposal will be good for an evaluation period of sixty (60) calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their bids after the opening time and date.

5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** 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 submitted to the successful bidder when requested.

The Bidder'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 bid matter and that all applicable taxes and fees shall be deemed to have been included in the proposal as part of his materials cost, when applicable.

6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the bidder.
7. Condition of Materials & 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.
8. Claims: The successful bidder will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. When to Make Delivery: Deliveries resulting from this bid are to be made during the normal working hours of the Sheriff's Office. It is the bidder's responsibility to obtain this information.
10. Manufacturer's Name: Any manufacturers' names, trade names, brand names information and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the Sheriff's Office and such determination shall be final and binding upon all bidders.
11. 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 proposals will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
12. Bid Submittal Costs: Submittal of a bid is solely at the cost of the bidder and the 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.
13. No Bid: If the receipt of this request for quotation is not acknowledged, Bidder's name may be removed from the bidders' mailing list.
14. Compliance with Occupational Safety and Health Act: Bidder certifies that all material, equipment, etc., contained in his proposal meets all O.S.H.A. requirements.
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 judgment of the Sheriff is in the best interest of Hillsborough County.
16. Protests: Any prospective Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all bids will submit a notice of protest in writing within 72 hours (excluding official holidays, Saturdays and Sundays) to the Office of the Comptroller by registered mail.

The Bid evaluation committee will have five working days upon receipt of this notice to meet and consider the dispute as written. The evaluation committee may request additional information from the vendor or request a meeting to gain further clarification of the issues. Upon completion of this review process, the evaluation committee will make a recommendation to the Office of the Comptroller.

After review of the evaluation committee recommendation and the dispute notice, the Office of the Comptroller will make a recommendation to the Sheriff. The decision of the Sheriff will be communicated to the vendor in writing. This decision and the basis upon which it was made will be communicated within five (5) working days following the receipt of the recommendation from the evaluation committee. The decision of the Sheriff shall be final.

- 17. 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 \$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), 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.

- 18. Public Record: Any material submitted in response to this Bid will become a public document pursuant to Section 119.07, F.S. This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07F.S.

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.

- 19. Specifications are attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

--Signature on File--

By: _____
Christina R. Porter

Comptroller

- 20. General Terms and Provisions outlined above are acknowledged. Our bid is attached.

Date _____

Signed _____
Company Officer

Company Name

NOTE: THE ENTIRE BID PACKAGE MUST BE RETURNED AFTER COMPLETING PARAGRAPH 20. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE SPECIFICATION PAGE OR IN YOUR BID RESPONSE.

1. IN GENERAL

The purpose of these specifications is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) for uniform accessory items as described to be purchased on an as-needed basis. The brands and styles are specified in Part C but generally consist of: hats, hat protectors, parade gloves, raincoats, traffic safety vests and gloves, baseball caps, T-shirts and whistles. These items are utilized by all sworn and some civilian personnel (such as crossing guards). All items are currently in use and are governed by Standard Operating Procedures set forth by the Sheriff's Office.

2. BID OPENING

At the Bid opening, only bidders' names will be read, Unit prices will not be read, but will be available when the bid summary sheet is prepared. The bid summary sheet will not be available until all tabulations have been reviewed, verified and an award has been approved.

3. SCOPE

The requirements of this bid include furnishing and delivering the commodities as specified to the delivery location indicated when an order is placed. **Any freight, packaging or delivery charges should be included in the unit price.**

Bidder may mark areas as "N/A" if the particular item or service is not offered.

Orders may be placed on an individual basis for one employee or group of employees, or bulk orders may be placed for Warehouse inventory. Orders shall be shipped complete by Purchase Order.

4. WAREHOUSE REQUIREMENTS

All items herein will be maintained as stock or be readily available items to the Awardee. The Awardee must maintain a sufficient inventory of such items as to provide delivery, complete, within a maximum period of thirty (30) calendar days from receipt of order to arrival of goods at the specified location.

5. SAMPLES

A sample of any alternate brand and style a bidder wishes to submit, **other than what is specified**, must be included with the bidder's response. Brands/styles bid exactly as specified will not require samples. Alternate submittals will be evaluated only as additional line items for award or as replacement items depending on the Bidder's explanation. Each sample shall be marked with the Bidder's name and shall show the size, fabric content and care instructions. Any samples will be evaluated prior to bid award. Samples may be returned to the Bidder within 60 days after the final award of the contract if written request and return (postage-paid) packaging is provided by the Bidder at the time of sample submission.

The evaluation of bids and the determination as to 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(s).

Any samples are to be delivered prior to the Bid deadline (indicated on page 2) to the following address:

HCSO General Services Bureau
Attn: Jennifer Miller, Buyer
2214 N. Falkenburg Rd.
Tampa, FL 33619

Please note: This is NOT the same address the written Bid should be sent to. Please refer to the last page of this document for sample mailing labels. Any sample garments AND all written Bids are required to be received prior to the opening date and time in order to be considered a

complete submission.

6. ESTIMATED QUANTITIES

Estimated quantities, if provided, are furnished as a guide for preparing the Bid response and should not be construed as representing actual quantities to be purchased under this Request for Bid. The Hillsborough County Sheriff's Office reserves the right to add or delete any items from this Bid or resulting award(s) when deemed to be in the best interest of the Sheriff's Office.

7. BRAND NAMES

Manufacturers' brand names & styles, if furnished, represent items that are approved and are currently in use by the Hillsborough County Sheriff's Office. They also establish a standard of quality. Bidders may bid on those brands or approved equals, although preference may be shown to the items as specified. Alternate brands must be shown as an exception in Part C, Section 1 of the Bid Response. The determination as to whether any 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 proposers.

8. 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) or more 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 proposal" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award notification will be sent to vendors receiving an award. Bid results will be available at our web site <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the proposal results, contact the Purchasing Office at (813) 247-8034.

9. CONTRACT PERIOD

The contract shall be effective for a one (1) year period from the date of award. By written mutual consent between the Hillsborough County Sheriff's Office and the Awardee, the contract may be extended on an annual basis for up to three (3) additional years.

10. ESCALATION/DE-ESCALATION

The Hillsborough County Sheriff's Office will allow an escalation/de-escalation provision in this proposal. Escalation/de-escalation will be allowed provided the awardee(s) notify the Hillsborough County Sheriff's Office of the Comptroller of the pending increase/decrease and supporting documentation a minimum of thirty (30) calendar days prior to the end of each one (1) year period for which the proposal was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease and the applicable Bid Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

11. ADDITION/DELETION

The Hillsborough County Sheriff's Office reserves the right to add or delete any items from this Bid proposal or resulting contract(s) when deemed to be in the best interest of the Sheriff. When adding items, the contractor shall provide a fixed price for each item, for review by the Office of the Comptroller. The Sheriff's Office has the sole option to consider adding or deleting any item from the contract. Any additions will be included into the contract for the remainder of the contract term.

12. DEFAULT

The contract may be cancelled or annulled by the Hillsborough County Sheriff's Office of the Comptroller in

whole or in part by written notice of default to the Awardee upon non-performance or violation of contract terms. An award may be made to the next low responsive & responsible proposer, 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 Comptroller, shall constitute contract default. Vendors who default of contracts may be removed from the vendor mailing lists for future contracts at the discretion of the Comptroller.

13. 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 cancelled by the following means:

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

14. NEXT LOW BIDDER

In the event of a default by the awarded bidder, 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 proposed items at the prices as contained on their bid proposal for this specification for the remainder on the award period.

15. DELIVERY

Material(s) ordered shall be delivered within thirty (30) calendar days After the Receipt of the Order (ARO). Failure to do same shall be considered breach of contract or default and the Hillsborough County Sheriff's Office shall utilize its options as stated herein. All items are to be in new condition and of first quality.

Any back-ordered materials shall be made available within fifteen (15) calendar days of the time of back-order (original date of receipt). If the back-order cannot be filled within the time frame of this requirement, then the Hillsborough County Sheriff's Office of the Comptroller is to be notified, in writing, thus permitting the Hillsborough County Sheriff's Office to obtain the required materials and/or exercise its options as stated herein.

Delivery may be made to multiple shipping addresses, all within Hillsborough County.

16. SUBSTITUTION

The Awardee(s) shall not substitute items for like items unless there has occurred some mishap or manufacturer's discontinuation causing a shortage of said items. Such measures may only be enacted after verifying that it will be allowed by the Hillsborough County Sheriff. Samples of items to be substituted shall be made available in advance so that they can be evaluated and approved. Any violation of such procedure will be considered cause for cancellation. All substitutes will be annotated as such on the shipping documents.

17. VENDOR QUALIFICATIONS

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the item or service offered satisfactorily and expeditiously.

The Hillsborough County Sheriff's Office reserves the right to inspect the vendor's place of business and/or fitting location (if different) prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

18. INVOICING AND PAYMENTS

Awardee(s) may invoice the Hillsborough County Sheriff's Office, in duplicate, for order(s) as completed. The invoice or credit card receipt shall show: **purchase order number**, shipping location, items shipped, quantity and stock number. Also, the invoice shall indicate any portion that is on a backorder status and an estimated delivery date.

Payment shall be made in accordance with Section 215.422, F.S., which states the contractor's rights and the Sheriff's Office responsibilities concerning interest penalties and time limits for payment of invoices.

Invoices/credit card receipts should be mailed to: Hillsborough County Sheriff's Office
Attn: Accounts Payable
P.O. Box 3371
Tampa, FL 33601

19. EMERGENCY

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

20. EXCEPTIONS TO PROPOSAL

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 Response (Part C) or appended thereto. Bidders are hereby advised that the Hillsborough County Sheriff will only consider bids that meet the specifications and other requirements imposed upon them by this bid package. In instances, where an exception is stated upon the BID Response (Part C), said bid will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said bid does not meet the exact requirements imposed upon the Bidder by the General Terms and Provisions (Part A) and the Special Provisions (Part B).

21. GOVERNMENT PURCHASING COUNCIL

All proposals received on this specification shall be considered as bids to all members of the Hillsborough County Government Purchasing Council. Said members may, at their discretion, utilize this bid as required, particularly those listed below:

Hillsborough Transit Authority
Hillsborough County Purchasing & Contracts
City of Temple Terrace
Tampa Sports Authority
Hillsborough Community College
Hillsborough State Attorney's Office
Clerk of Circuit Court
Hillsborough County Aviation Authority
Hillsborough County School Board
City of Plant City
Tampa Port Authority
City of Tampa
Tax Collector
Property Appraiser
Supervisor of Elections
City of Tampa Housing Authority
The Children's Board of Hillsborough County

Usage figures, when inserted, are estimates as provided by these entities, and are in addition to figures given in the following response pages. Figures are estimates only, and not binding upon the Hillsborough County Sheriff or any of the agencies listed above.

The undersigned understands that this Request for Bid **must be signed** in ink and that the **unsigned** Request for Bid 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

REQUEST FOR BID TO BE CONSIDERED BY THE

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

EXCEPTIONS TO BID: NOTES - ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS REQUEST FOR BID TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE.

ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 21 OF THE SPECIAL PROVISIONS (PART B).

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

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

We hereby propose to furnish the below described service or commodity in accordance with the bid package, except as noted on attached Exceptions Form:

*****PLEASE SEE INFORMATION NEXT TO EACH ITEM REGARDING THE NEED FOR SAMPLES*****

Specific styles, if listed, are currently in use by the agency.

A. Items needed:

1. Straw Hat – no sample required (NO ALTERNATES CONSIDERED FOR THIS ITEM)

Stratton S-42 straw Sheriff hat, single brim **with** black leather hat strap 3/8" x 29" included, Forest Green color, all sizes required.

*These are ordered both in quantity for warehouse inventory AND individually for personnel as needed.

Estimated annual usage: 175

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

2. Chin Strap – no sample required (NO ALTERNATES CONSIDERED FOR THIS ITEM)

Chin strap for straw Sheriff hat, black leather, three-piece, center strap 1/2" wide and ends 3/8" wide with snap-type swivel and closure

*These are ordered both in quantity for warehouse inventory AND individually for personnel as needed.

Estimated annual usage: 175

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

3. Hat Protector – no sample required (NO ALTERNATES CONSIDERED FOR THIS ITEM)

Stratton F-42, clear vinyl, one size fits all

Estimated annual usage: 175

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

4. Parade Gloves – sample required

Slip-on style, shirred elastic or snap at wrist or for snug fit, ornamental stitching, 100% cotton material, white

Required sizes: large and extra large

Estimated annual usage: 25 Pair

Price: \$ _____ Your item number(s): _____

Estimated time for delivery after receipt of order: _____ business days

5. Raincoats – no sample required (NO ALTERNATES CONSIDERED FOR THIS ITEM)

Neese Air Tex High Visibility Coat, style 9100SC, lime color, 48” length, to be stenciled with “SHERIFF” on the center back in 4-inch letters

Required sizes: small through 4XL

Estimated annual usage: 350 (all sizes combined)

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

6. Traffic Safety Vest – sample required ONLY if alternate item proposed

Galls 207 Zip-N-Rip breakaway traffic vest (item HS337), 5-point breakaway system, side access to weapon, 100% polyester micro-mesh fabric, 2” reflective trim (ANSI compliant)

Estimated annual usage: 225

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

7. Traffic Safety Gloves – sample required

Polyester material, high visibility lime color, with reflective strips, one size fits all.

Estimated annual usage: 200

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

8. Baseball Style Cap – sample required ONLY if alternate item proposed (blank, not embroidered)

KC Caps style 8100 Deluxe Cotton Gap Cap, black in color, to be embroidered with “SHERIFF” in the center front in either metallic gold or silver as per Attachment B

Estimated annual usage: 200 silver; 30 gold

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

9. T-Shirt – sample required ONLY if alternate item proposed (blank, not screen printed)

Gildan 200 6.1 ounce ultra cotton tee, “Sport Grey” color, to be screen printed on the right chest with the HCSO Star (approximately four inches square) in black AND across the upper back with “SHERIFF” in 3” black letters as per Attachment A

Estimated annual usage: 400 (all sizes combined)

Price: \$ _____ Your item number: _____

Estimated time for delivery after receipt of order: _____ business days

10. Whistle – sample required ONLY if alternate proposed (nickle finish only)

Hamburger Woolen Company (HWC) police whistle, all metal, in gold and nickel finish

Estimated annual usage: 24 gold; 200 nickel

Price: \$ _____ Your item number: (gold finish) _____

Price: \$ _____ Your item number: (nickel finish) _____

Estimated time for delivery after receipt of order: _____ business days

B. Initial digitizing, setup or any other similar one-time fee for the embroidery or screen printing to be used - if applicable:

\$ _____ Embroidery

\$ _____ Screen Printing

C. Is the embroidery and screen printing done locally, in your place of business as listed, or is it sent out to a third party?

D. After the samples have been evaluated and an award has been **finalized**, are samples to be returned? (circle)

YES NO N/A – No samples submitted

If yes, indicate shipping address:

Please note: as per Part B paragraph 5, bidder must provide return, postage-paid packaging at the time of sample submission if samples are to be returned after final award is made. Local vendors may opt to pick up samples in person by contacting the Buyer.

Attachment A:





Attachment B:





BID TITLE: Law Enforcement Uniform Accessories

BID NO: 19-13

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: _____ EMAIL: _____

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 bidder 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 bid 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 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 agrees that this bid shall remain open for sixty (60) 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 request, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
OFFICE OF THE COMPTROLLER
P.O. BOX 3371
TAMPA, FL 33601

We, the undersigned, have declined to bid on your BID No. 19-13 for Law Enforcement Uniform Accessories 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 / proposal notification list.

_____ Other (specify below)

We understand that if the "no request" 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 _____

Telephone Number _____

Company Officer/Owner (Print Name & Title)

Signature _____

Date _____

**Below are examples of the information required on your Bid Package.
You may use these as labels if you wish.**

FOR BID PACKAGES / RESPONSES:

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

ATTN: PURCHASING

BID PACKAGE SUBMITTAL

BID# 19-13, Law Enforcement Uniform Accessories

**OPENING DATE/TIME:
December 13, 2013 @ 3:00 PM**

FOR ANY SAMPLES SUBMITTED:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
MAINTENANCE SUPPORT SECTION
2214 N. FALKENBURG RD.
TAMPA FL 33619

ATTN: JENNIFER MILLER / BUYER

SAMPLE SUBMITTAL

BID# 19-13, Law Enforcement Uniform Accessories

**OPENING DATE/TIME:
December 13, 2013 @ 3:00 PM**