

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE



## Invitation to Bid No. 7-17 Casual Uniform Items

June 26, 2017

**David Gee, Sheriff**  
HILLSBOROUGH COUNTY

Financial Services Division  
2008 East 8th Avenue  
Tampa, FL 33605



Carly Cartwright, Buyer  
813-247-0026  
[cbrauner@hcsso.tampa.fl.us](mailto:cbrauner@hcsso.tampa.fl.us)

**INSTRUCTIONS TO BIDDERS**

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), and Bid Response (Part C), which together with all attachments constitutes the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and must be kept together and returned, intact, by the time and at the place specified herein. The Bidder must manually sign the General Terms and Conditions (Part A) and Bid Response (Part C). Any questions concerning this Invitation to Bid (Bid) 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 Response (Part C), 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 PACKAGE CAREFULLY BEFORE SIGNING.**

**NOTICE TO BIDDERS**

**WHEN SUBMITTING A SEALED BID PACKAGE, CLEARLY MARK THE PACKAGE AS A BID DOCUMENT ON THE OUTSIDE OF THE ENVELOPE OR BOX. INCLUDE THE BID NUMBER AND THE DATE AND TIME OF THE BID OPENING.**

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<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	6/26/17
DEADLINE TO SUBMIT PROPOSAL	7/12/17
AWARD NOTIFICATION TARGET DATE	7/19/17

Hillsborough County Sheriff's Office  
 2008 East 8<sup>th</sup> Avenue  
 Tampa, Florida 33605

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

SUBJECT: INVITATION TO BID 7-17

BID TITLE: Casual Uniform Items  
 (Polo Shirts, Oxford Shirts, Jackets)

**OPENING DATE & TIME: July 12, 2017 @ 3:00 PM EST or EDT**

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

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

PART A - GENERAL TERMS AND CONDITIONS:

1. Bids: Must be contained in a SEALED envelope addressed to: David Gee, Sheriff, 2008 East 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, are not returned with your Bid, and no specific reference is made to them in your Bid Response (Part C), it will be assumed that all specifications will be met. When products, sketches, cuts, descriptive literature, Vendor's or manufacturer's specifications which accompany the Bid Response (Part C), 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 (Part C).

2. Bid Delivery: The responsibility for getting the Bid 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 Bidder. 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 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 Bidder unopened with the notation "This Bid was received after the time designated for the receipt and opening of bids".
3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of Vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO 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 their response will be good for an evaluation period of 45 calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their Bids after the opening time and date.

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 HCSO is tax-exempt for materials sold directly to them. The HCSO will issue tax exemption certificates to the successful Bidder.

The Bidder's attention is directed to the laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, which applies to all transactions resulting from this Bid and *that all applicable taxes and fees shall be deemed to have been included in the Bid Response (Part C) as part of the 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 and Packaging: Unless otherwise indicated, it is understood and agreed that any products offered or shipped on this Bid shall be NEW and in FIRST QUALITY, 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 HCSO. 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 HCSO and such determination shall be final and binding upon all Bidders.
11. Information and Descriptive Literature: Bidders must furnish all information requested in the Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous responses 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 HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
13. No Bid: If you do not wish to submit a response to the Bid, please return the Statement of "No Bid" found on page 23. The no bid information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
14. Compliance with Occupational Safety and Health Act (OSHA): The Bidder certifies that all products contained in his response meets all OSHA requirements.
15. Laws, Statutes and Ordinances: The terms and conditions of the Bid and the resulting Contract 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 Bid and to the resulting Contract.
16. Acceptance and Rejection: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid or Bids which in the judgment of the Sheriff is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add and/or reject any items from any bid

options or resulting contract(s) when deemed to be in the best interest of the HCSO.

17. Appropriations Clause: The HCSO, 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 Bid 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 HCSO 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 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.
18. 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 County holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

The HCSO will have five (5) business days upon receipt of this notice to review and consider the dispute as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Bidder or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).

The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Bidder in writing. This decision and the basis upon which it was made will be communicated to the Bidder within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding County holidays, Saturdays and Sundays) requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

19. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, Fla. Stats. does not restrict your submission.
20. Public Records: Any products submitted in response to this Bid will become a public document pursuant to §119.07, Fla. Stat. This includes products 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 §119.07, Fla. Stat. The Vendor agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all bids be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a bid must be clearly stated in the Bid itself. Proprietary information submitted in response to the Bid will be handled in accordance with applicable Florida Statutes.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor’s duty to provide public records relating to this Contract, contact the custodian of public records at: HCSO Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at [hcsorecords@hcsotampa.fl.us](mailto:hcsorecords@hcsotampa.fl.us)**

- 21. Specifications: Attached

DAVID GEE, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

**--Signature on File--**

By: \_\_\_\_\_  
Christina R. Porter, CPA  
Chief Financial Officer

- 22. General Terms and Conditions outlined above are acknowledged. Our Bid is attached.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Signer’s Name Date

\_\_\_\_\_  
Signature of Company Officer Title

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 22. EACH VENDOR’S BID AND ANY CLARIFICATIONS TO THAT BID 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 IN THE BID RESPONSE, EXCEPTIONS (PART C, PARAGRAPH 1).**

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a vendor for the procurement of casual uniform items as described, to be purchased on an as-needed basis.

2. SPECIFICATIONS AND SCOPE OF WORK

The requirements of this Bid include furnishing and delivering of polo shirts in various colors and styles, long and short sleeve Oxford style shirts in various colors, and casual jackets. All shirts and jackets are to be embroidered with an official HCSO logo on the left chest area and two lines of embroidery with employee's name and title/department on the right. Personnel classifications wearing these types of items include but are not limited to: Communications Maintenance, Fleet Maintenance, Maintenance Support, Facilities Maintenance, Evidence, Identification, Communications Center, Information Technology, Child Protection Investigations and Detention. In addition, non-uniformed civilian and sworn law enforcement personnel may be authorized to wear these items. The items listed herein are not newly approved uniform items; all are currently in use and governed by Standard Operating Procedures set forth by the HCSO.

3. ESTIMATED QUANTITIES

Within the mentioned classifications, an estimated 800 hundred employees are authorized to receive five (5) shirts and one (1) jacket when hired, plus annual replacements of shirts in the same quantity. These quantities do not include non-uniformed civilian and sworn law enforcement personnel.

Estimated quantities, if provided, are furnished as a guide for preparing the Bid Response (Part C), and should not be construed as representing actual quantities to be purchased under this Bid.

4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Bid are to be directed, in writing to the Buyer: Carly Cartwright, at [cbrauner@hcsotampa.fl.us](mailto:cbrauner@hcsotampa.fl.us) or by fax at 813-247-0026.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at <http://www.hcsotampa.fl.us>. This will include Q & A responses, amendments, addenda etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

5. SUBSTITUTION

The Vendor shall not substitute products for like products except in the case of an unforeseen event in shipping or manufacturing causing a shortage of said products. Such measures may only be enacted after verifying that it will be allowed by the HCSO. Any violation of such procedure will be considered cause for cancelation. All substitutes will be annotated as such on the shipping documents.

6. AWARD

Award shall be made to the most responsible and responsive Bidder, meeting specifications, price and other factors considered. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO.



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

Award or No Award notifications will be sent to all Bidders. Bid results will be available on the HCSO website <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the bid results, contact the Purchasing Office at (813) 247-8034.

7. BID OPENING

Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award however will be dependent upon the determination that Bidders are both responsive and responsible and any other evaluation criteria stated in the Bid document. Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at the time of Award. All Bidders responding with a Bid will receive a copy of the Bid tabulation.

8. CONTRACT PERIOD

The Contract shall be effective for three (3) years from the date of award. By written mutual consent between the HCSO and the Vendor, the Contract may be extended on an annual basis for up to three (3) additional years.

9. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Vendor(s) notify the HCSO, Financial Services Division of the pending increase or decrease a minimum of 30 calendar days prior to the end of each one (1) year period for which the Bid was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual product, 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.

10. ADDITION/DELETION

The HCSO reserves the right to add or delete any products from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a change order and will be executed in writing and approved by the Chief Financial Officer (CFO). The change order will consist of a memo to the CFO describing the justification for the product addition accompanied by the Vendor's written, fixed price quote for each product to be added. If approved by the CFO, the product will be added to the Contract and recorded on the original bid tabulation/price sheet.

11. CANCELATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this Bid may be canceled by the following means:

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

If it becomes necessary to terminate the Contract without cause, all products provided through the date of receipt of written notice of cancelation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

12. DEFAULT

The Contract may be canceled or annulled by the HCSO CFO in whole or in part by written notice of default to the Vendor upon non-performance or violation of Contract terms. An award may be made to the next best responsive and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Vendor to deliver products within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute Contract default. Vendors who default on contracts may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.

13. NEXT BEST BIDDER

In the event of a default by the Vendor, the HCSO reserves the right to utilize the next best responsive and responsible Bidder. In the event of this occurrence, the new Vendor shall be required to provide the Bid items at the prices as contained in their Bid Response (Part C), for the remainder of the award period.

14. VENDOR QUALIFICATIONS

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

The vendor will maintain a fit-line of the awarded items for the purpose of sizing personnel to ensure a proper fit. A conveniently located facility within Hillsborough County is preferred and sizing will be at no charge to personnel or to the HCSO.

The storefront must maintain regular hours of operation and should have the following basic (minimum) amenities:

- Clearly marked signage in front of or on the building exterior or façade indicating the name and street address of the business, visible from the street or main approach
- Readily accessible and sufficient parking
- Clean and well-lit entrance and common area
- Clean fit-line garments in the styles(s) approved for order and in a sufficient size run
- Clean and well-lit fitting area with full-length mirror and secure door, of an appropriate size
- Professional staff on hand to assist with fittings, alterations, returns, exchanges, etc.

The HCSO 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.

15. SAMPLES

One sample of each proposed jacket is required for evaluation and must be received prior to the bid deadline. Each jacket sample shall be marked with the Bidder’s name and shall show the size, fabric content and care instructions. Improperly marked samples may not be considered. All samples will be evaluated prior to award. Samples may be returned to the Bidder within 60 days after the final award of the

contract if requested in writing and return pre-paid postage and packaging are provided by the Bidder at the time of the sample submission.

**All jacket samples should be sent separately from the bid package to attention of:**

Hillsborough County Sheriff's Office  
 Attn: Carly Cartwright  
 2214 N. Falkenburg Road  
 Tampa, FL 33619

\*Note: The above address is NOT the same location where the Bid Package should be sent. Please refer to page 24 of this document for sample mailing labels.

16. DELIVERY

Product(s) ordered shall be delivered within 30 calendar days After Receipt of the Order (ARO). Failure to do so shall be considered a breach of Contract or default and the HCSO shall utilize its options as stated herein. Orders will be placed individually on an as needed basis. Products shall be packaged by individual order and shipped to the order initiator.

Any backordered product(s) shall be made available within 15 calendar days of the time of backorder (original date of receipt). If the backorder cannot be filled within the time frame of this requirement, the HCSO, Financial Services Division shall be notified, in writing, thus permitting the HCSO to obtain the required product(s) and/or exercise its options as stated herein.

17. EMERGENCY

If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the product(s) from the most available source.

18. INVOICING AND PAYMENTS

The Vendor may invoice the HCSO for product(s)/services orders as shipped. All invoices must have a unique invoice number and include the following: shipping location, description and quantity of items shipped, stock number and unit price. Include the purchase order number on invoices unless payment is made by credit card. Payment shall be made in accordance with §215.422, Fla. Stat. which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

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

Or emailed to [accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us)

ACH and Purchasing Card are preferred methods of payment, and available upon request and authorization. Please inquire at [accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us) or at 813-247-8276.

19. EXCEPTIONS TO BID

All Bid Packages must clearly state with specific detail all deviations to the requirements imposed upon the Bid by the General Terms and Conditions (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 HCSO will only consider Bid Responses that meet the specifications and other requirements imposed upon them by this Bid. In instances where an exception is stated upon the Bid Response (Part C), said Bid Response will be subject to rejection by the HCSO in recognition of the fact that said Bid Response does not meet the exact requirements imposed upon the Bidder by the General Terms and Conditions (Part A) and the Special Provisions (Part B).

20. GOVERNMENTAL PURCHASING COUNCILS

All bids received shall be considered as bids to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils. Said members may, at their discretion, utilize this Bid.

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

PART C- BID RESPONSE

The undersigned understands that this Bid Package **must be signed in ink** and that the **unsigned** Bid Package will be considered incomplete and subject to rejection by the Hillsborough County Sheriff's Office (HCSO).

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE BIDDER ACCEPTS THE TERMS, CONDITIONS, PROVISIONS, MANDATES, AND OTHER CONDITIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A) AND SPECIAL PROVISIONS (PART B), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS BID.

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

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS  
BID PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO BID: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HCSO. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 19 OF THE SPECIAL PROVISIONS (PART B).**

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

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2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the products required by the HCSO. **All prices shall include freight, packaging, and any other similar fees.**

The undersigned certifies that any exceptions to the Bid 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 cancelation of award.

We hereby propose to furnish the below described products, or equal, in accordance with the Bid Package, except as noted on attached Exceptions Form:

**NO EMBROIDERY SAMPLES ARE REQUIRED AT THIS TIME BUT MAY BE REQUESTED FOR EVALUATION AND APPROVAL BEFORE A FINAL AWARD IS MADE.**

\*PLEASE NOTE: The term “base price” refers to the PLAIN shirt or jacket. The tab provided in each section will offer embroidery options to be selected a la carte, to be added as needed, to the base (plain) shirt or jacket. All products will be ordered with the left chest embroidery as a minimum. Two (2) lines of embroidery on the right chest area (name, title/department) will only be required for civilian personnel.

**The styles of shirts listed have been approved by an evaluation committee and are currently in use by the agency. NO ALTERNATE BRAND OR STYLE SHIRTS WILL BE ACCEPTED.**

Product Description:

- A. **Blue Generation BG7224** - Short sleeved polo, unisex, moisture wicking, stain release, snag resistant, 5 oz. knit, 100% polyester, three button placket (pearlized buttons), hemmed cuffs

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Graphite, Hunter and Black  
Additional color approved for Child Protective Services only: Navy

Base Price: \$ \_\_\_\_\_

- B. **Blue Generation BG6224** - Short sleeved polo, women’s, moisture wicking, stain release, snag resistant, 5 oz knit, 100% polyester, three button placket (pearlized buttons), hemmed cuffs

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Graphite, Hunter and Black  
Additional color approved for Child Protective Services only: Navy

Base Price: \$ \_\_\_\_\_

- C. **Port Authority Long Sleeve Silk Touch Polo K500LS** – 5 ounce, 65/35 poly/cotton pique, flat knit color and cuffs, double-needle armhole seams and hem, 3-button placket, side vents

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Graphite, Hunter and Black  
Additional colors approved for Child Protective Services only: Navy and Stone

Base Price: \$ \_\_\_\_\_

- D. **Port Authority Long Sleeve Silk Touch Polo K500LS** – 5 ounce, 65/35 poly/cotton pique, flat knit color and cuffs, double-needle armhole seams and hem, 3-button placket, side vents

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Graphite, Hunter and Black

Additional colors approved for Child Protective Services only: Navy and Stone

Base Price: \$ \_\_\_\_\_

- E. **CornerStone CS410** - Short sleeve polo, men’s, 6.6 oz, 100% polyester, snag-proof, moisture wicking, three button placket (dyed-to-match buttons), raglan sleeves, mic clips at center placket and shoulders, dual pen pocket on left sleeve, flat knit collar, drop tail

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Black, Gray and Dark Green

Additional colors approved for Child Protective Services only: Dark Navy and Tan

Base Price: \$ \_\_\_\_\_

- F. **CornerStone CS411** - Short sleeve polo, women’s, 6.6 oz, 100% polyester, snag-proof, moisture wicking, three button placket (dyed-to-match buttons), raglan sleeves, mic clips at center placket and shoulders, dual pen pocket on left sleeve, flat knit collar, side vents

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Black, Gray and Dark Green

Additional colors approved for Child Protective Services only: Dark Navy and Tan

Base Price: \$ \_\_\_\_\_

<b>Customization Options for Polo Shirts:</b>	<b>Add to base price: (Embroidery in Gold or Silver)</b>
HCSO Civilian Logo embroidered on left front	Gold – Add \$ / Silver - Add \$
CPID Logo embroidered on left front	Gold – Add \$ / Silver – Add \$
One line embroidery on right front	Gold – Add \$ / Silver – Add \$
Two line embroidery on right front	Gold – Add \$ / Silver – Add \$
HCSO Star with Lines embroidered on left front	Gold – Add \$ / Silver – Add \$
HCSO Star with Title in Rocker on left front	Gold – Add \$ / Silver – Add \$
“SHERIFF” heat press across upper back	Gold – Add \$ / Silver – Add \$
“FORENSICS” heat press across upper back	Gold – Add \$ / Silver – Add \$
Size 2XLarge	Add \$
Size 3XLarge	Add \$
Size 4XLarge	Add \$

Please note: percentages are not acceptable in the above table. Indicate the additional cost for each option as a set dollar figure (ex: add \$2.00)



- G. **Harriton Oxford Shirts** - Twill shirt, stain-release, 55% cotton, 45% polyester blend, extra stitching at seam, flat-felled seam finishing, full back yoke and back pleat, left chest pocket, signature horn style buttons, two-button adjustable cuffs (L/S), button down collar.

The agency approved colors for uniform civilian personnel are designed by position or rank and consist of: White, Black, Dark Gray, Dark (“Hunter”) Green, Navy and Stone

Harriton M500S - Unisex Short Sleeve Shirt \$ \_\_\_\_\_

Harriton M500W - Women’s Long Sleeved Shirt \$ \_\_\_\_\_

Harriton M500 - Men’s Long Sleeved Shirt \$ \_\_\_\_\_

<b>Customization Options for Oxford Shirts:</b>	<b>Add to base price: (Embroidery in Gold or Silver)</b>
HCSO Civilian Logo embroidered on left front	Gold – Add \$ / Silver - Add \$
CPID Logo embroidered on left front	Gold – Add \$ / Silver – Add \$
One line embroidery on right front	Gold – Add \$ / Silver – Add \$
Two line embroidery on right front	Gold – Add \$ / Silver – Add \$
HCSO Star with Lines embroidered on left front	Gold – Add \$ / Silver – Add \$
HCSO Star with Title in Rocker on left front	Gold – Add \$ / Silver – Add \$
Size 2XLarge	Add \$
Size 3XLarge	Add \$
Size 4XLarge	Add \$

Please note: percentages are not acceptable in the above table. Indicate the additional cost for each option as a set dollar figure (ex: add \$2.00)

H. **Jackets**

1. Medical “Scrub” style jacket – Brushed poly/cotton, snap closure, round neck, tow lower patch pockets, coordinating solid knit cuffs

Agency approved colors: Black and White

Size run: Small through 4XLarge

Manufacturer: \_\_\_\_\_

Vendor’s item number: \_\_\_\_\_

Base Price: \$ \_\_\_\_\_

2. Micro Fleece Jacket – 100% polyester micro fleece, anti-pill finish, center front full-zip, front pockets

Agency approved colors: Black and dark green

Size run: XSmall through 4XLarge

Manufacturer: \_\_\_\_\_

Vendor’s Item number: \_\_\_\_\_

Base Price: \$ \_\_\_\_\_

<b>Customization Options for Jackets:</b>	<b>Add to base price: (Embroidery in Gold or Silver)</b>
HCSO Civilian Logo embroidered on left front	Gold – Add \$ / Silver - Add \$
CPID Logo embroidered on left front	Gold – Add \$ / Silver – Add \$
HCSO Star with Lines embroidered on left front	Gold – Add \$ / Silver – Add \$
HCSO Star with Title in Rocker on left front	Gold – Add \$ / Silver – Add \$
Size 2XLarge	Add \$
Size 3XLarge	Add \$
Size 4XLarge	Add \$

Please note: percentages are not acceptable in the above table. Indicate the additional cost for each option as a set dollar figure (ex: add \$2.00)

**ONE SAMPLE OF EACH PROPOSED JACKET IS REQUIRED FOR EVALUATION AND MUST BE RECEIVED PRIOR TO BID DEADLINE.**

- I. It is understood and agreed that artwork is being developed by Vendor for the sole and exclusive use

of HCSO who shall be deemed to be the sole and exclusive owner of all right, title and interest therein, including all copyright and proprietary rights relating thereto. All work performed by Vendor on projects and all artwork generated in connection therewith is and shall be considered as "Works Made for Hire" (as defined under the U.S. Copyright Laws) and, as such, shall be owned by and for the sole benefit of the HCSO.

The HCSO has the right to use or not use artwork and to use, reproduce, re-use, alter, modify, edit or change artwork as it sees fit and for any purpose.

Initial digitizing, setup or any other similar fees for primary embroidered logos to be used, if applicable:

Attachment A – HCSO Civilian Logo	\$ _____
Attachment B – CPID Logo	\$ _____
Attachment C – HCSO Star with lines	\$ _____
Attachment D – HCSO Star with Title in Rocker	\$ _____

Several variations of titles/departments will be needed (including but not limited to: Community Service Officer, Process Server, Detention, General Services, Facilities, Captain, Major, Colonel, etc.).

Will each title/department variation require a separate setup fee?      YES              NO

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

J. Is the embroidery sewn locally, at your place of business, or is it sent out to a third party?  
 \_\_\_\_\_

K. Estimated time for delivery after receipt of order (ARO): \_\_\_\_\_ business days

L. Will individual employees be permitted to purchase awarded items at contract price (when purchasing for themselves and using their own personal funds)?      YES              NO

Please Note: Non-uniformed civilian and sworn law enforcement personnel are given the option to wear these items at their own expense. Colors other than the listed agency-approved colors may NOT be ordered and paid for by individuals in this circumstance. Shirt color designation and embroidery is required for all civilian shirts regardless of who pays for them. Shirt color designation and embroidery requirements listed herein do not apply to sworn law enforcement personnel. The agency-approved colors for sworn law enforcement personnel includes: white, tan, black, dark green, dark gray, and navy. Shirts purchased under the terms of this bid are permitted for official use only and are governed by Standard Operating Procedures.



3. AFFIRMATION AND DECLARATION

At this present time we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package.

The above named Bidder affirms and declares:

- a) That Bidder is of lawful age and that no other person, firm or corporation has any interest in this Bid offered to be entered into;
- b) 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;
- c) That the Bidder is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- d) That no officer, employee or person whose salary is payable in whole or in part from Hillsborough County Treasury, is, shall be or become interested, directly or indirectly, surety or otherwise in this Bid Response; 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 45 days following the opening of bids.

Respectfully submitted by,

Company Name: \_\_\_\_\_

Print Signer's Name	Date
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Signature of Company Officer	Title
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REFERENCE LIST

References should be customers to which you provide similar commodities. Please type or print.

1.

Firm Name:	
Contact/Title:	
Phone Number:	
Email Address	
Commodity Provided	

2.

Firm Name:	
Contact/Title:	
Phone Number:	
Email Address	
Commodity Provided	

3.

Firm Name:	
Contact/Title:	
Phone Number:	
Email Address	
Commodity Provided	

STATEMENT OF NO BID

NOTE: If you do not intend to respond to this Invitation to Bid, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
FINANCIAL SERVICES DIVISION  
Email to: [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us)  
Or Fax 813-242-1826

We, the undersigned, have declined to respond on Bid No. 7-17 for Casual Uniform Items for the following reasons:

- \_\_\_\_\_ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- \_\_\_\_\_ Insufficient time to respond.
- \_\_\_\_\_ 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).
- \_\_\_\_\_ Other (specify below)

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We understand that if the "No Bid" 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 \_\_\_\_\_ DATE \_\_\_\_\_

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

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

SIGNATURE \_\_\_\_\_

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

FOR BID PACKAGES / RESPONSES:

DAVID GEE, SHERIFF  
2008 E. 8<sup>TH</sup> AVENUE  
TAMPA FL 33605

ATTN: PURCHASING  
813-247-8034

**BID PACKAGE SUBMITTAL**

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

**BID # 7-17 Casual Uniform Items**

OPENING DATE/TIME:  
July 12, 2017 @ 3:00 PM

FOR ANY JACKET SAMPLES SUBMITTED:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
2214 N. FALKENBURG ROAD.  
TAMPA FL 33619

ATTN: CARLY CARTWRIGHT

**SAMPLE SUBMITTAL**

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

**BID# 7-17, Casual Uniform Items**

OPENING DATE/TIME:  
July 12, 2017 @ 3:00 PM



**ATTACHMENT A:**

HCSO Civilian Logo for embroidery, for left side of polo shirts, jackets & Oxford shirts



LEFT FRONT OF SHIRT:

ACTUAL SIZE: LETTERING – 1/4"

LENGTH OF "SWOOSH" – 3 1/2"

**LETTERING IS TO BE AS IN PHOTOGRAPH:**

LINE ONE - HILLSBOROUGH COUNTY

LINE TWO - SHERIFF'S OFFICE

WITH "SWOOSH" UNDERNEATH

- This logo is needed in "gold" and "silver" color options, using non-metallic thread, to denote rank of wearer
- "Gold" option should be a thread color of a more brown/subdued shade as opposed to a bright golden yellow color
- The center line of the "swoosh" will match the color of the lettering. The two outer lines will be green regardless of rank or shirt color

**ATTACHMENT B:**

HCSO CPID Logo for embroidery, for left side of polo shirts, jackets & Oxford shirts



LEFT FRONT OF SHIRT:

ACTUAL SIZE: LETTERING – 1/4"

CPID LOGO – 2.66" H x 2.9" W x 2" inner seal diameter

**LETTERING IS TO BE AS IN PHOTOGRAPH:** "HILLSBOROUGH COUNTY" ARCHED ABOVE THE LOGO AND "SHERIFF'S OFFICE" LINED UNDERNEATH. DIGITAL ARTWORK PROVIDED AS A REFERENCE

- This logo is needed in "gold" and "silver" color options, using non-metallic thread, to denote rank of wearer
- "Gold" option should be a thread color of a more brown/subdued shade as opposed to a bright golden yellow color
- The following titles will be needed within the logo: Investigator and Supervisor

**ATTACHMENT C:**

Two lines of embroidery, for right side of polo shirts and Oxford shirts



RIGHT FRONT OF SHIRT:

ACTUAL SIZE: LETTERING – 1/4"

**LETTERING IS TO BE AS IN PHOTOGRAPH:**

LINE ONE – EMPLOYEE’S FIRST INITIAL AND LAST NAME

LINE TWO – POSITION OR DEPARTMENT

- This embroidery is **REQUIRED** on all civilian polo shirts and Oxford shirts regardless of how they were purchased. Position or department designations are governed by Standard Operating Procedures.
- This embroidery is needed in “gold” and “silver” color options, using non-metallic thread, to denote rank of wearer
- “Gold” option should be a thread color of a more brown/subdued shade as opposed to a bright golden yellow color

**ATTACHMENT D:**

HCSO Star for embroidery, for left side of polo shirts, jackets & some Oxford shirts



**THE HCSO STAR IS AUTHORIZED FOR USE BY SWORN LAW ENFORCEMENT PERSONNEL ONLY**

LEFT FRONT OF SHIRT:

ACTUAL SIZE: LETTERING – 1/4"

SHERIFF'S STAR – 2 1/8"

**LETTERING IS TO BE AS IN PHOTOGRAPH:** "HILLSBOROUGH COUNTY" ARCHED ABOVE THE STAR AND "SHERIFF'S OFFICE" LINED UNDERNEATH. DIGITAL ARTWORK PROVIDED AS A REFERENCE.

- This Star is needed in "gold" and "silver" color options, using non-metallic thread, to denote rank of wearer
- "Gold" option should be a thread color of a more brown/subdued shade as opposed to a bright golden yellow color
- Lettering is to match / coordinate with both rank designation and color of shirt
- MOST gray polos utilize the "silver" option
- MOST white polos utilize the "gold" option

**ATTACHMENT E:**

HCSO Star with Title in Rocker for embroidery, for left side of some polo & Oxford shirts



SHERIFF STAR –2.57”

- This Star is needed in “gold” and “silver” color options, using non-metallic thread, to denote rank of wearer. Most orders with this option would be done in “gold”. Examples with the “silver” option would be Corporal and Detective, but most of these ranks do not order the rocker style.
- “Gold” option should be a thread color of a more brown/subdued shade as opposed to a bright golden yellow color
- Lettering is to match / coordinate with both rank designation and color of shirt
- Several ranks within the agency may use this option – therefore, multiple titles will be needed as options inside the rocker. To include (but not be limited to): Colonel, Major, Captain, Lieutenant, etc.

**ATTACHMENT F:**

“SHERIFF” identification, for back of some polo shirts:

**SHERIFF**

**“SHERIFF” IDENTIFICATION IS AUTHORIZED FOR USE BY SWORN LAW  
ENFORCEMENT PERSONNEL ONLY**

- 2” block letters, heat press, centered left to right on upper back of polo shirts
- This logo is needed in “silver reflective”

“FORENSICS” identification, for back of some polo shirts:

**FORENSICS**

**“FORENSICS” IDENTIFICATION IS AUTHORIZED FOR USE BY CRIME SCENE  
PERSONNEL ONLY**

- 2” block letters, heat press, centered left to right on upper back of polo shirt
- This logo is needed in “silver reflective”