

Orange County Sheriff's Office



ITB #187-19

Law Enforcement Vehicle Graphics and Installation

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**ORANGE COUNTY SHERIFF'S OFFICE
ITB #187-19
LAW ENFORCEMENT VEHICLE
GRAPHICS AND INSTALLATION**

**FISCAL MANAGEMENT
PURCHASING SECTION**

BID SCHEDULE

Sunday, August 11, 2019	1 st Publication (Orlando Sentinel)
Monday, August 12, 2019	Distribution of Bid to Vendors
Sunday, August 18, 2019	2 nd Publication (Orlando Sentinel)
Wednesday, August 21, 2019 (10:30 AM)	Site Visit (OCSO Fleet Mgmt. Facility)
Friday, August 23, 2019 (4:00 PM)	Deadline for receipt of all vendor questions
Thursday August 29, 2019 (4:00 PM)	Deadline for receipt of all bids
Friday August 30, 2019 (10:30 AM)	Bid Opening

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BID INFORMATION/INSTRUCTIONS

PURPOSE

The purpose of this Invitation to Bid (ITB) is to seek competitive pricing from qualified Bidders for Law Enforcement Vehicle Graphics and Installation.

MANDATORY REQUIREMENTS

The Orange County Sheriff's Office has established certain mandatory requirements which must be included as a part of any bid. The use of the terms "shall", "must" or "will" in this ITB indicates a mandatory requirement or condition.

All products included in bid submissions must meet or exceed all conditions and specifications of the ITB.

The Orange County Sheriff's Office reserves the right to determine which bid submissions meet the mandatory requirements of the ITB.

Titles:

1. Bid or Proposal will be used interchangeably throughout this document.
2. Bidder, Proposer, Consultant, Contractor or Vendor will be used interchangeably throughout this document.
3. Orange County Sheriff's Office (OCSO) or Agency will be used interchangeably throughout this document.

PUBLIC ENTITY CRIMES

Per Florida State Statute 287.133 2(a), A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida State Statutes, for CATEGORY TWO (\$35,000) for a period of 36 months following the date of being placed on the convicted vendor list.

CONFLICT OF INTEREST

The bid award is subject to the provisions of Chapter 112, Florida State Statutes. **All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Orange County Sheriff's Office.**

PUBLIC RECORD

Per Florida State Statute 119, Public Records, information submitted in response to this Invitation to Bid are subject to release upon request. General exemptions from inspection or copying of public records are contained in Florida State Statute 119.071.

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TAX STATUS

The Orange County Sheriff's Office is tax exempt. As such, no federal, state or local taxes shall be charged or included in the bid price.

CONTRACT PERIOD

Prices shall remain firm for one year from the date of the 1st purchase order issued which will be considered the bid award date.

RENEWALS

The Orange County Sheriff's Office reserves the option to renew this bid, or any portion thereof, after one year upon issuance and acceptance of a new purchase order.

VENDOR BACKGROUND, REFERENCES AND FINANCIALS

1. The Vendor must have a proven track record of successfully completed installations for other law enforcement agencies.
2. The Vendor must briefly describe the company's background and include a copy of the most current financial statement.
3. All Bidders must provide contact information for applicable references on the Vendor Response Form.

FACILITY SECURITY

The vendor understands the Orange County Sheriff's Office is a high security facility. All work must assure continuity of facility security during the entire project.

The successful Bidder will provide the following information to Steve Valtinson, Fleet Management designee, within one week of bid award notification. (Name, date of birth and driver's license number of all employees who will be working on graphics installation at the OCSO facility).

SUB-CONTRACTORS

The Bidder must be the actual installer of all graphics utilizing properly trained personnel, thoroughly familiar with the graphics installation process. The Bidder shall not utilize the services of a sub-contractor for this project.

INSURANCE REQUIREMENTS

Proof of insurance may be required from the successful bidder upon notice of bid acceptance.

GUARANTEE

The vendor guarantees the materials offered is the new industry standard. No product has been substituted or applied contrary to manufacturer's recommendations and standard practice.

WARRANTY

The vendor shall warranty all materials and workmanship against defects for a period of seven (7) years following the date of final inspection and acceptance by OCSO Fleet Management personnel. The vendor shall provide an on-site experienced technician within 24 hours of receipt of written (email) notification of graphics or installation issues.

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ALTERNATE BIDS

The specifications listed in this ITB have been prepared to reflect the specific needs of the Orange County Sheriff's Office. **Alternate bids will not be considered.**

INSPECTION/ACCEPTANCE

Inspection and acceptance of the materials and services will be accomplished at the OCSO Fleet Management facility. All installations will be inspected by the Sheriff's designee for quality. All materials and workmanship shall remain the responsibility of the Bidder until physical inspection and actual usage by the Sheriff's Office.

SITE VISIT

All Bidders interested in responding to this ITB will be given the opportunity to examine an equipped prototype vehicle to assist in determining costs. **This site visit will be for informational purposes only.** There will be no discussion of costs related to this ITB during the site visit. The site visit is scheduled as follows: **10:30 AM, Wednesday, August 21, 2019** at the Sheriff's Fleet Management facility located at 2200 W. Colonial Drive, Orlando, FL 32804.

VENDOR QUESTIONS

All vendor questions must be submitted in writing to the Orange County Sheriff's Office, Attention: Shawna Wells, Purchasing Manager and must be received no later than **4:00 PM, Friday, August 23, 2019**. Questions may be submitted by email to Shawna.Wells@ocfl.net or by fax to (407) 254-7151.

ADDENDUM

All vendor questions received by the published deadline will be answered through the issuance of an addendum. A written addendum will be issued to all vendors known to be in receipt of this ITB. Only written communications from the Purchasing Manager will be the official Sheriff's Office response to vendor questions.

SUBMITTING BID(S)

Vendors must utilize the enclosed Vendor Response Form for submission of any or all prices. Prices must include any freight or shipping charges (FOB Destination) to the Agency. All pages of the Vendor Response Form must be completed and signed as required.

DELIVERY OF BID(S)

Vendors desiring to provide the specified goods/services in accordance with this ITB shall return the completed original enclosures and all supportive documentation along with **three (3) copies** no later than **4:00 PM (Eastern Standard Time), Thursday, August 29, 2019**.

to:

For Mail Delivery:

Orange County Sheriff's Office
Purchasing Section
P.O. Box 1440
Orlando, FL 32802

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For Hand Delivery or Overnight Carrier (Mark package "URGENT"):

Orange County Sheriff's Office
Attention: Shawna Wells, Purchasing Manager
2500 West Colonial Drive
Orlando, FL 32804

All Vendors delivering ITB packages to the physical address listed above must notify Purchasing personnel at 407-254-7147 or 407-254-7150 and upon acceptance by purchasing personnel, a bid receipt will be furnished to the Vendor confirming delivery.

The sealed bid envelope must be marked in the lower left outside corner with the vendor name and "Sealed Bid #187-19".

ALL bids must be received at the Purchasing Section by **4:00 PM (Eastern Standard Time), Thursday, August 29, 2019** regardless of the delivery method. All bids received after the date and time specified above will be returned unopened. The Orange County Sheriff's Office will not be responsible for late deliveries or delayed mail.

BID OPENING

All sealed bids received in accordance with the published deadline will be opened at **10:30 AM, Friday, August 30, 2019** at the Sheriff's Fiscal Management Division, 2500 W. Colonial Drive, Orlando, Florida, 32804. Bidder representatives are invited to attend the bid opening.

COMMUNICATIONS

No negotiations, decisions, or actions will be initiated or executed by a Bidder as a result of any discussion with a Sheriff's Office employee. Vendors must not divulge submitted bid prices to any representative of the Orange County Sheriff's Office prior to the official bid opening.

BID REVIEW/AWARD

Upon completion of a thorough review and analysis of all bids received, the Orange County Sheriff's Office Purchasing Manager will issue a written notice of the decision to accept or reject bids to all respondents. Award may be all or none, by item, or any other basis as determined to be in the best interest of the Orange County Sheriff's Office. The bid award will be effective upon issuance of an Orange County Sheriff's Office purchase order.

The Sheriff of Orange County reserves the right to accept or reject any or all bids.

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BID SPECIFICATIONS

VENDOR RESPONSE FORM

ITEM

1. Standard Marked Unit (see sample attachments)
- Ford Interceptor Utility
 - Includes 16" Roof Numbers (Non-Reflective)

ALL MATERIALS MUST BE 3M REFLECTIVE WITH A 7 YEAR WARRANTY AGAINST FADING, CRACKING AND PEELING.

Bid Price Per Vehicle: \$ _____

Delivery: _____ Days (ARO)

2. Standard Marked Unit (see sample attachments)
- Ford Responder F150
 - Includes 16" Roof Numbers (Non-Reflective)

ALL MATERIALS MUST BE 3M REFLECTIVE WITH A 7 YEAR WARRANTY AGAINST FADING, CRACKING AND PEELING.

Bid Price Per Vehicle: \$ _____

Delivery: _____ Days (ARO)

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3. 2" x 20" SHERIFF Decal (see sample attachments)
- Black background with reflective white "SHERIFF"

ALL MATERIALS MUST BE 3M REFLECTIVE WITH A 7 YEAR WARRANTY AGAINST FADING, CRACKING AND PEELING.

Bid Price Per Vehicle: \$ _____

Delivery: _____ Days (ARO)

_____ COMPANY NAME	_____ REPRESENTATIVE (Print Name)	_____ DATE
_____ SIGNATURE		

The Vendor Response Form must be signed by an authorized company representative

By my signature I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity, person submitting an offer for the same materials, supplies, equipment, or service(s), and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation and certify that I am authorized by the Bidder to sign this response.

VENDOR RESPONSE FORM

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VENDOR RESPONSE FORM

DRUG – FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that

_____ does
Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements

Vendor's Signature

Date