



# Hillsborough County, Florida

## REQUEST FOR INFORMATION

### *Commodities*

<p><b>SUBMIT RESPONSES TO:</b>          Hillsborough County Department of Procurement Services          601 East Kennedy Boulevard, 18th Floor          Tampa, Florida 33602</p> <p>Telephone Number: 813-272-5790</p>	<p><b>Request for Information Number:</b> P-0132-08(JB)  <b>Request for Information Title:</b> Approved Products &amp; Materials, Department of Water Resource Services</p> <p><b>Responses will be opened:</b> <u>On-Going Participation</u></p>
Name of Responder (Firm, Corporation, Business or Individual):	Federal Identification or Social Security Number:
Mailing Address for Purchase Orders:	Remit-to Address for Payments:
(Area Code) Telephone Number:	(Area Code) Facsimile Number:
E-Mail Address:	URL Home Page Address:
<p>Subject to the deviation(s) stated herein, the undersigned, by the signature evidenced, represents that the Proposer accepts the Instructions to Proposers, Terms, Conditions, Special Instructions and Conditions, Mandates, and Specifications; said documents being the strict basis upon which the said Proposer makes this response. The undersigned understands that this response must be signed in ink and that an unsigned response will be considered incomplete and subject to rejection by Hillsborough County.</p> <p>The above-named Proposer affirms and declares:</p> <ol style="list-style-type: none"> <li>(1) That the Proposer is of lawful age and that no other person, firm or corporation has any interest in this response.</li> <li>(2) That this response is made without any understanding, agreement, or connection with any other person, firm or corporation making a response for the same purpose, and is in all respects fair and without collusion or fraud.</li> <li>(3) That the Proposer is not in arrears to Hillsborough County upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to Hillsborough County.</li> <li>(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.</li> </ol>	
<p>The information is submitted with the understanding that the County will NOT be awarding a contract as a result of this request for information and that an Invitation to Bid or a Request for Proposal may be developed using the information provided.</p>	<p>_____</p> <p>Authorized Signature (Manual) <span style="float: right;">Date Signed</span></p> <p>_____</p> <p>Authorized Signature (Typed or Printed Title)</p>

## **INSTRUCTIONS TO PROPOSERS:**

- 1) **POSTING OF DOCUMENTS AND ADDENDA:** The Hillsborough County Department of Procurement Services posts its bids and addenda on its web site at [www.hillsboroughcounty.org/procurement/services](http://www.hillsboroughcounty.org/procurement/services). It is the bidders' responsibility to visit this web site to insure that they have received all important addenda or revisions to the Request for Information prior to submitting responses.
  
- 2) **PUBLIC ENTITY CRIMES STATEMENT:**
  - 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 on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids 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, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
  
  - b) Additionally, pursuant to COUNTY policy, a conviction of a public entity crime may cause the rejection of a bid, offer, or proposal. The COUNTY may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a bidder, offerer or proposer to promptly supply information in connection with an inquiry may be grounds for rejection of a bid, offer or proposal.
  
- 3) **INDEMNIFICATION CLAUSE: (PATENT or COPYRIGHT):** The PROPOSER shall indemnify and hold harmless, and defend the COUNTY and the Board of County Commissioners, their agents and employees, and anyone directly or indirectly employed by either of them, from and against all liabilities, damages, claims, demands or actions at law or in equity, including court costs and attorneys' fees that may hereafter at any time be made or be brought by anyone arising out of any infringement of patent rights or copyrights held by others or for the disclosure or improper utilization of any trade secrets by CONTRACTOR during or after completion of the Work. These obligations shall survive acceptance of any goods and/or performance and payment therefore by the County.
  
- 4) **INDEMNIFICATION CLAUSE: (GENERAL LIABILITY):** The CONTRACTOR shall indemnify, hold harmless, and defend the COUNTY and the Board of County Commissioners, their agents and employees, and anyone directly or indirectly employed by either of them, from and against any and all liabilities, losses, claims, damages, demands expenses or actions, either at law or in equity, including court costs and attorney's fees, that may hereafter at anytime by made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any action of fraud or defalcation by the CONTRACTOR, or anyone performing any act required of CONTRACTOR in connection with performance of the Contract awarded pursuant to this bid. These obligations shall survive acceptance of any goods and/or performance and payment therefore by the COUNTY.

## **INTRODUCTION:**

The Hillsborough County Water Resource Services Department (WRSD) Product Review Committee (PRC) is a committee of professional engineers tasked with the responsibility of conducting reviews of products used in water, wastewater, and reclaimed water applications.

The PRC meets on a quarterly basis throughout the year to review products submitted by vendors and developers for the purpose of being added to the approved products and materials list. All products must be approved prior to the commencement of any procurement conducted by the Department of Procurement Services in order to be considered eligible for award of any specific bid. The PRC does not conduct unscheduled meetings.

Information on how to complete the process can be found at the following links:

1. **SUBMISSION REQUIREMENTS:**  
In order to have product(s) reviewed interested parties should send an e-mail to [hc-prc@hillsboroughcounty.org](mailto:hc-prc@hillsboroughcounty.org). The subject line must contain the statement "Begin Product Review". Detailed information can be found at the following link: [www.hillsboroughcounty.org/water/resources/publications/ts/webprcmediaadvisory.pdf](http://www.hillsboroughcounty.org/water/resources/publications/ts/webprcmediaadvisory.pdf) .
2. **CURRENT APPROVED PRODUCTS:**  
A complete listing of all products currently approved by the PRC can be found at the following link: [www.hillsboroughcounty.org/water/resources/publications/ts/appendixb.pdf](http://www.hillsboroughcounty.org/water/resources/publications/ts/appendixb.pdf) .
3. **REVIEW AND ACCEPTANCE PROCESS:**  
A complete of review and acceptance process can be found at the following link: [www.hillsboroughcounty.org/water/resources/publications/tm/tmsection1.pdf](http://www.hillsboroughcounty.org/water/resources/publications/tm/tmsection1.pdf) .
4. **WATER, WASTEWATER, AND RECLAIMED TECHNICAL SPECIFICATIONS:**  
A complete listing of technical specifications can be found at the following link: [www.hillsboroughcounty.org/water/technicalspecs](http://www.hillsboroughcounty.org/water/technicalspecs)