



1112 Manatee Avenue West  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

**Solicitation Addendum**

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Addendum No.: 1  
Solicitation No.: 24-R082994DJ  
Solicitation Title: HVAC Preventative Maintenance and Service  
Addendum Date: November 3, 2023  
Procurement Contact: Dave Janney, Procurement Agent III

**IFB 24-R082994DJ is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of IFB 24-R082994DJ.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this IFB is ~~November 17, 2023~~ November 24, 2023.**

**CHANGE TO:**

**ADEVERTISEMENT, DEADLINE FOR QUESTIONS AND CLARIFICAIONS REQUESTS:**

The deadline to submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this Invitation for Bid to the Manatee County Procurement Division is ~~November 17, 2023~~ November 24, 2023. Questions and inquiries should be submitted via email to the Designated Procurement Contact shown below.

**CHANGE TO:**

**SECTION A. INSTRUCTIONS TO BIDDERS, A.29, SOLICITATION SCHEDULE**

<b>Scheduled Item</b>	<b>Scheduled Date</b>
No Information Conference Scheduled	
Question and Clarification Deadline	<del>November 17, 2023</del> <u>November 24, 2023</u>
Bid Response Due Date and Time	December 19, 2023, 3:00 PM ET
Projected Award	February, 2024

## QUESTIONS AND RESPONSES:

**Q1. Will there be an opportunity to attend a survey or walk through for the “Full Service” locations for this bid?**

R1. Non-mandatory site visits for the “Full Service” locations will be conducted on November 15, 2023, @ 9:00 AM Starting at Administration Building 1112 Manatee Ave W, 7<sup>th</sup> Floor, Bradenton, FL 34205.

- 1) Administration Building 1112 Manatee Ave W Bradenton, FL 34205
- 2) Judicial Center 1051 Manatee Ave W Bradenton., FL 34205
- 3) Desoto Center 600 301 Blvd W. Suite 202 Bradenton, FL 34205
- 4) Public Safety Center (PSC / EOC) 2101 47th Terrace E. Bradenton, FL 34203
- 5) Manatee County Jail Facility 14470 Harlee Rd. Palmetto, FL 34221

To participate in the site visit, Bidders shall complete the attached Application for Entry Form by 5:00 PM, Tuesday, November 8, 2023, and email to Dave Janney, [Dave.Janney@mymanatee.org](mailto:Dave.Janney@mymanatee.org). Only those individuals who have submitted the required forms and received approval will be permitted to attend the site visit. The visit will be limited to two (2) representatives per potential bidder.

### NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the IFB.

### INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

### END OF ADDENDUM

AUTHORIZED FOR RELEASE



**MANATEE COUNTY SHERIFF'S OFFICE  
CORRECTIONS BUREAU  
APPLICATION FOR FACILITY ENTRY**



**Section A:** *To be completed by Visitor / Contracted Employee / Volunteer:*

By completing and signing this form, I authorize a Manatee County Sheriff's Office employee or authorized representative bearing this release, or copy thereof, to obtain my criminal history by conducting an FCIC/NCIC check prior to my being granted entry. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, both individually and collectively from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

Printed Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race (White or Black): \_\_\_\_\_ Sex: \_\_\_\_\_ Social Security Number: (Mandatory) \_\_\_\_\_

Home Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Florida Private Investigator License (if applicable): \_\_\_\_\_

Company / Organization Represented: \_\_\_\_\_

Reason for Facility Entry: \_\_\_\_\_

Non-contact visits are conducted on the second floor of the jail where a glass window separates the inmate from the visitor. Participants speak to each other using a telephone. If documents are brought in and require signatures, a Deputy will pass the document over to the inmate for signature and then will return it to the visitor.

**If you require a face-to-face contact visit with an inmate (conducted on the 1st floor of the facility); it must be pre-approved by the Operations Commander. Please state the reason why you need a face-to-face contact visit:**

\_\_\_\_\_

**WAIVER:** By signing below, I hereby acknowledge that the Manatee County Sheriff's Office is hereby released, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime, result to me as a direct or indirect consequence of any injury or harm inflicted during a contact visit with any inmate in the jail facility and I agree to proceed at my own risk.

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

Printed Name: \_\_\_\_\_

**Section B:** *To be completed by Authorized Personnel:*

Authorized Personnel completing check: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C:** *To be completed by Operations Manager:*

Secure area access Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Non-Secure area access Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Recovery Pod Only:  True Core Only:  Outside Vendor:  One Time Only:  Staff Dining Only:

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



MANATEE COUNTY SHERIFF'S OFFICE  
Corrections Bureau



Prison Rape Elimination Act (PREA)  
Hiring and Promotion Decisions 115.17 (a)(1-3)  
**Sexual Assault/Abuse Awareness/History Form**

The standards for the Prison Rape Elimination Act (PREA) of 2003 (Public Law 108-79 September 4, 2003) were officially signed into federal law August of 2012 to protect the Eighth Amendment rights of all inmates. PREA was enacted by the United States Congress to address the problem of sexual assault of inmates in all penal facilities. PREA requires that standards be developed and implemented for the detection, prevention, reduction and punishment of all sexual abuse/harassment.

It is the responsibility of the Manatee County Sheriff's Office personnel to be familiar with all the information readily available to prevent, detect, report and respond to incidents of sexual abuse and sexual harassment.

In accordance with the Prison Rape Elimination Act of 2003, the Manatee County Sheriff's Office has a zero tolerance policy towards inmate sexual assault, abuse and harassment. The Manatee County Sheriff's Office will investigate all reported incidents of sexual assaulted, abused or harassed and will discipline and/or prosecute those who sexually assault, abuse or harass inmates.

Any employee, volunteer, contractor, vendor or official visitor can and will accept any information from an inmate regarding sexual abuse, sexual assault or sexual harassment and will immediately forward the report to a supervisor. An inmate may feel more comfortable reporting sexual assault, sexual abuse or sexual harassment to someone other than a corrections deputy, and all individuals are legally bound to immediately report the information for further actions including medical and mental treatment, segregation from the suspect, collection of evidence, criminal investigation and other necessary procedures. Time is of the essence in reporting sexual abuse and sexual assault.

The definition of sexual assault/abuse is engaging in, or attempting to engage in, a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised, are always illegal, and by law, considered non-consensual.

**Sexual abuse** includes -

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

*Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident* includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

*Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer* includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
- (7) Any display by a staff member, contractor or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

*Voyeurism by a staff member, contractor, or volunteer* means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

**INSTITUTION - (1)** The term "institution" means any facility or institution-

**(A)** which is owned, operated, or managed by, or provides services on behalf of any State or political subdivision of a State; and

**(B)** which is -

**(i)** for persons who are mentally ill, disabled, or retarded, or chronically ill or handicapped;

**(ii)** a jail, prison, or other correctional facility;

**(iii)** a pretrial detention facility;

**(iv)** for juveniles -

**(I)** held awaiting trial;

**(II)** residing in such facility or institution for purposes of receiving care or treatment; or

**(III)** residing for any State purpose in such facility or institution (other than a residential facility providing only elementary or secondary education that is not an institution in which reside juveniles who are adjudicated delinquent, in need of supervision, neglected, placed in State custody, mentally ill or disabled, mentally retarded, or chronically ill or handicapped); or

**(IV)** providing skilled nursing, intermediate or long-term care, or custodial or residential care.

**MANDATORY:** All Manatee County Sheriff's Office employees, contractors, volunteers and vendors must answer (3) questions required by the PREA 115.17 titled: "Hiring and Promotion Decisions". *(see the last page)*

MANATEE COUNTY SHERIFF'S OFFICE  
Corrections Bureau  
Prison Rape Elimination Act (PREA)  
**Sexual Assault/Abuse Awareness/History Form**

**PREA 117.17 (A) (1-3)** *The agency shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor or volunteer who may have contact with inmates who answer **YES** to any of the following questions:*

1) Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

YES  NO

2) Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent, was unable to consent or refused?

YES  NO

3) Have you been civilly or administratively adjudicated to have engaged in the activity described in question (2)?

YES  NO

*By signing below you swear and affirm you have truthfully answered the above questions and/or understand the Manatee County Sheriff's Office Zero - Tolerance Sexual Assault, Sexual Abuse and Sexual Harassment policy. Additionally, you confirm you have read and understand the PREA definitions.*

Check here if you are **not** an employee, vendor, volunteer or contractor.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Occupation/Title

\_\_\_\_\_  
Company/Agency

\_\_\_\_\_  
Company/Agency Telephone

*Distribution: Applicant Pages 1 & 2*

*PREA Coordinator Page 3*