



THIS IS NOT AN ORDER

REQUEST FOR QUOTATION: #16-2875GE
MANATEE CENTRAL JAIL OVERHEAD AHU REPLACEMENTS

MANATEE COUNTY
PURCHASING OFFICE
1112 MANATEE AVENUE WEST, SUITE 803, BRADENTON, FL 34205
ATTENTION: George Earnest CPPB
PHONE (941) 749-3044
FAX (941) 749-3034

Please Respond to Quote Via FAX, 941-749-3034, Attention: George Earnest or
Email to: george.earnest@mymanatee.org

DESCRIPTION

Central Jail Overhead AHU Replacements

Manatee County invites your participation in the following quotation. The specifications stated herein are minimum requirements. All quotes submitted must be in accordance with the General Conditions and Specifications.

DATE DUE: WEDNESDAY, AUGUST 31, 2016 by 3:00 P.M.

Authorization to Release: 

GENERAL CONDITIONS AND SPECIFICATIONS

PURPOSE

Manatee County Property Management requires a contractor to provide three overhead Air Handler Units (AHU) in the Manatee County Central Jail. Contractors must hold a valid Florida Mechanical Contractor License

CLARIFICATION

It shall be the responsibility of all vendors to request, via fax or email, any additional clarification of the contents herein from Purchasing and not from any other County employee to include Property Management staff. Clarification will be furnished by written addendum from George Earnest of the Purchasing Office. Contractors shall not accept any verbal or telecommunication explanation as authorized clarification of the contents herein.

TAXES

Manatee County is exempt from Federal and State Sales Taxes.

QUALITY GUARANTEE AND REMEDIAL CLAUSE

If any product does not meet specifications or does not produce the results required of the product, the contractor will be required to replace, at no extra cost to the County, any and all products involved.

PRICING

Prices shall be firm and shall include shipping FOB Destination to the Manatee County Central Jail, 14470 Harlee Road, Palmetto, FL 34221, and shall include all costs associated with supplying the products and equipment as ordered and specified. This is a lump sum payment agreement. Payment will be made at the completion of the project and acceptance by the County. There shall be no progress payments.

AWARD

Award shall be made to the responsive and responsible quoter having submitted the lowest total price.

TECHNICAL SPECIFICATIONS

WORK DESCRIPTION

Replacement of 3 ceiling mounted AHU's located in the central jail at the Manatee County Detention Facility. Units shall be of the same size as originals and shall be balanced to the original specification at the completion of the project. Units are as follows:

FCU- E3 located 2nd floor hallway

FCU- N1 located in T-Pod Control Rom

FCU- D12 located in the Main Electrical Room

Replacement will include:

1. Demo of **ceiling tiles** and grid to accomplish change out.
 - a. Property Management will replace the tiles and grid when job is complete.
2. Replacement of **electrical** whip to unit from the existing unit disconnect.
3. Replacement of **drain lines** as needed,
 - a. Drain lines shall be insulated.
4. All piping necessary to connect **chiller water** supply and return
 - a. All piping shall be insulated.
5. Connections to all existing supply, return and outside air **duct** work.
 - a. All ductwork and AHU to be insulated.
 - b. Outside air duct shall be equipped with a manual damper for balancing.
6. Label unit with proper designation per Property Management.
7. Replace chill water valves supplied by the county.

Work will be scheduled with Property Management prior to starting job and throughout the job.

Work will be mainly done during the hours of 8AM to 5PM.

All Contractors doing the bidding and working the job will have to pass background checks prior to coming to the site. To facilitate this the Application Entry and PREA Form are included with this RFQ and must be completed and submitted with the Quote Response.

SITE VISITS

Site visits must be coordinated and scheduled through:

Scott E. Ridgeway

Building Superintendent

Manatee County Central Jail

14471 Harlee Rd., Palmetto 34221

Scott.ridgeway@mymanatee.org

Office 941- 748-4501 Ext. 2685

Cell 1-941- 405-6241

Any questions resulting from a site visit must be submitted to George Earnest in writing and responded to in an addendum.

QUOTATION RESPONSE FORM

RFQ #16-8752GE

CENTRAL JAIL OVERHEAD AHU REPLACEMENT

DATE DUE: WEDNESDAY, AUGUST 31, 2016 by 3:00 P.M.

We, the undersigned declare that we have reviewed the quote documents and with full knowledge and understanding of the, herewith submit our quote.

We propose to furnish the complete replacement of three AHUs as specified in this RFQ.

FAX your quote on or before the due date to (941) 749-3034 or email to george.earnest@mymanatee.org. (If necessary, the material may be mailed to Manatee County Purchasing Department, P.O. Box 1000, Bradenton, FL 34206, Attn: George Earnest, Buyer.)

LUMP SUM PRICE FOR THE COMPLETE PROJECT: \$ _____

Company Name

Phone Number

Address

Fax Number

City, State, Zip

Authorized Signature

Date

Print Name Above

Email

**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: _____

Home Address: _____

Office phone: _____ Home phone: _____ Cell phone: _____

Email address: _____

Florida Private Investigator License # (if applicable): _____

Company/Organization represented: _____

Reason for facility entry: _____

Have you ever been convicted: Yes _____, No _____, If yes Explain: _____

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 any time, 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 Commander:*

Face-to-Face visit (1st floor): Approved: _____ Denied: _____ One time only: _____

Face-to-Face visit (2nd floor): Approved: _____ Denied: _____ One time 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