

REQUEST FOR QUOTES

**CLAY COUNTY SHERIFF'S OFFICE
HAIR CUTTING SERVICES FOR
CLAY COUNTY JAIL FACILITY
SOLICITATION NUMBER: B18-011**



Clay County Sheriff's Office
901 North Orange Avenue
P.O. Box 548
Green Cove Springs, FL 32043
(904) 529-6029
Fax (904) 529-6482
Website: <http://www.claysheriff.com>
Date of Issue: September 30, 2018
Due Date: October 18, 2018

NOTICE TO QUOTERS

The Clay County Sheriff's Office (CCSO) is soliciting competitive bids from qualified entities or individuals to provide Hair Cutting Services for the Clay County Jail Facility. Interested parties should download a bid package from www.claysheriff.com under the Civil/Business section of the Resources page or call (904) 529-6029. Deadline for submission of bids is Thursday, October 18, 2018 at 4:00 p.m.

Bids will be opened publicly following the advertised deadline. The bid opening will be held at the Clay County Sheriff's Office, 901 North Orange Avenue, Green Cove Springs, Florida 32043.

SPECIFICATIONS

Solicitation Number: B18-011

Project Title: Hair Cutting Services for Clay County Jail Facility

Defined Terms: Terms used in this Request for Quotes are defined and have the meaning assigned herein:

The term “**At-Risk Population**” shall mean the population of persons residing within a city, county, or state correctional facility.

The term “**Bid**” shall refer to any offer(s) submitted in response to this Request for Quotes.

The term “**Bidder**” means anyone person and/or entity submitting a Bid in response to this Request for Quotes.

The term “**CCSO**” refers to the Clay County Sheriff’s Office, a sub-division of the Clay County Board of County Commissioners.

The term “**Contract**” means the agreement to perform the services set forth in this Request for Quotes.

The term “**Contractor**” means the person and/or entity to which award has been made.

1. Background

The Clay County Sheriff’s Office (CCSO) is interested in entering into a contract with a Contractor to provide Hair Cutting Services for the Clay County Jail Facility. The Clay County Jail Facility is located at 901 North Orange Ave., Green Cove Springs, FL 32043. The Facility has an in-house capacity of approximately 480 beds and routinely houses over 400 inmates.

2. Contract Terms & Conditions

Exclusive of the threshold amount established under Florida Statutes 287.017 for CATEGORY TWO the CCSO intends on entering into an agreement which meets the Contract Document provisions of Florida Statutes 287.058. Additionally, the CCSO reserves the right to include applicable Federal, State, and local laws or ordinances to ensure protection of the Facility’s inmates and the CCSO’s interest in the project.

The contract shall be a fixed price per item contract.

3. Term of Contract

The Contract awarded to the Contractor shall be in effect for an initial three (3) year term. The CCSO shall have the right to renew the contract for up to three (3) additional one year terms.

4. Vendor Qualifications

Bidders must be able to safely and securely provide specified services to meet the needs of inmates at the Clay County Jail Facility. Bidder's minimum qualification criteria include the following:

- a. Due to the complex nature and security concerns of correctional facilities, bidders with at least 1 year of experience providing services to city, county or state correctional facilities or other at risk populations will receive priority.
- b. The Contractor will be responsible for performing services for various ethnicities and should be able to skillfully do so.
- c. The Contractor must submit to and pass the background check as required of all CCSO employees and volunteers. If bidder is selected, they will be required to submit to background screening before moving forward.
- d. The Contractor must be licensed by the State of Florida as required.

5. Required Services

The Contractor will provide services in accordance with Florida Statutes 476 and/or 477 as applicable to their respective license(s). Moreover, the type of cut and/or resulting end product of each individual service must meet Rule 33-602.101(4), Florida Administrative Code which is included hereto under Appendix 1.

The Contractor shall be responsible for those items outlined below. It is estimated that the Contractor will collectively need to perform approximately 40-70 haircuts per session.

- a. Provide haircuts for the inmate population on a regular basis.
 - i. Sentenced inmates will have a haircut with a maximum length of a number 1 guard and will have no facial hair.
 - ii. Non-Sentenced Male inmates shall have their hair cut short to medium uniform length with no part of the ear or collar covered.
 - iii. Female inmates shall have their hair trimmed without any styling so long as the requirements of Rule 33-602.101(4), Florida Administrative Code is met.
 - iv. Due to the nature of the facility, all services must be completed with an electric clipper.
- b. Schedule will be coordinated with the facility. Current schedule is every 2nd and 4th Sunday, 8:00am to 5:00pm.
- c. Provide supplies necessary to accomplish required services, although the CCSO will provide a barber chair and portable cart.
- d. The Contractor will be required to perform services on the housing unit floors with minimal supervision from a corrections officer.
- e. The Contractor will be required to move through the facility in the process of providing services with little supervision.
- f. The Contractor must submit a monthly invoice and work log (listing dates worked, facility where services were performed, and total number of services rendered with

the corresponding inmates) within 5 working days of the following month. Monthly invoice and work log shall be submitted electronically to fiscal@claysheriff.com.

6. Instructions to Bidders

By the advertised deadline, the Bidder shall submit all required documents in a sealed envelope identified with the solicitation number addressed to:

Clay County Sheriff's Office
Attention: Rhonda Sanders, Purchasing Manager
Purchasing Section
901 North Orange Avenue
Green Cove Springs, FL 32043
Solicitation Number: B18-011

The bidder shall submit the following documents on or before the advertised deadline:

- a. A Cover Letter as detailed under Part 8.
- b. A Copy of Current Licensure
- c. A Completed W-9 Form
- d. A Cost Proposal Sheet & Certification Form

7. CCSO Rights

The CCSO reserves the right to select an entity or individual with or without interviews, and may decide to select any of the entities or individuals submitting a response to this Request for Quotes which may not be the lowest bidder. The CCSO reserves the right to award the contract to a responsible Bidder submitting a responsive Bid, with a resulting negotiated agreement that is most advantageous and in the best interests of the CCSO.

Award of this bid will be based upon the CCSO's assessment of: all bidders' years of experience with experience providing similar services to city, county or state correctional facilities or other at risk populations receiving priority; interviews; background check; and cost.

8. Evaluation Criteria & CCSO request format

Cover Letter – 10 Points

The Cover Letter should be addressed to the CCSO Purchasing Manager. Please include your mailing address, telephone number, and other pertinent information needed to complete a background check. In addition, list your license type and number, total years of experience providing hair cutting services and years of providing hair cutting services to At-Risk Populations. If you have experience providing services to At-Risk Populations, list the facility name and contact information for a reference.

The Bidder with the most experience providing services to At-Risk Populations will receive the maximum points for this criteria. Each remaining Bidder shall receive a prorated share based on the following calculation:

$$[(\text{Years of Experience}) \times (\text{Maximum Points for Experience})] \div (\text{Years of Bidder with the Most Years of Experience}) = \text{POINTS}$$

If no bidder has experience providing Hair Cutting services to At-Risk Populations, all points for this Criteria will be removed and added to the Interview Criteria.

Cost Proposal Form – 70 Points

The Proposer must complete the Cost Proposal Form included herein as an Appendix.

Formula Used to Convert Cost to Points. The distribution of points based on cost will be determined as shown in the example below. The lowest cost Bid will receive the maximum number of points allocated to cost. The point allocations for cost on the other Bidders will be determined through the method set out below.

STEP 1. List all Bidders prices, adjusted where appropriate by the application of all applicable preferences.

STEP 2. Convert cost to points using this formula.

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Applicable Proposer Price}) = \text{POINTS}$$

Interviews – 20 Points

The Detention Director, or his designee, reserves the right to conduct informal interviews with all bidders.

9. Conflicts of Interest

As a condition precedent to award, the Contractor shall sign a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., employed by the CCSO) and, if so, the nature of that conflict. The CCSO reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the services to be provided by the Contractor. The CCSO's determination regarding any questions of conflict of interest shall be final.

10. Public Entity Crime Statement

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 any 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

11. Indemnification

The Contractor covenants and agrees to indemnify and hold harmless the CCSO, and to defend it from all cost, expenses, damages, attorney's fees, injury or loss, to which the CCSO may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need of care or skill, negligence or default or breach of Contract, guaranty or warranty, by the Contractor, his employees, his agent or assigns.

12. Insurance

As a condition precedent to award, the Contractor shall obtain liability insurance and list the CCSO as an additional insured under such insurance before commencing the Required Services. This requirement does not relieve the Contractor from purchasing additional policies as required by the type or nature of the service provided or as required by federal, state, or local law.

13. Independent Contractor

The Contractor is an independent contractor and is not an employee or agent of the CCSO. Nothing in this Request for Quotes or the resulting Contract shall be interpreted to establish any relationship other than that of an independent contractor, between the CCSO and the Contractor, its employees, agents, subcontractors, or assigns, during or after the performance of this Contract.

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**Clay County Sheriff's Office
Appendix 1**

Solicitation: B18-011

Service/Item Requested: Hair Cutting Services for Clay County Jail Facility

Rule 33-602.101(4), Florida Administrative Code:

(4) For security and identification purposes, no inmate shall be permitted to have his or her hair, to include eyebrows and facial hair, dyed, cut, shaved or styled according to fads or extremes that would call attention to the inmate or separate inmates into groups based upon style. This would include, for example, dreadlocks, tails, woven braids, cutting, sculpting, clipping or etching numbers, letters, words, symbols or other designs into the hair. Male inmates shall have their hair cut short to medium uniform length at all times with no part of the ear or collar covered. Male inmates shall be permitted to shave their entire heads with clippers in a uniform manner unless the inmate is using his hairstyle or lack thereof to demonstrate gang affiliation or otherwise pose a threat to institutional security. Partial shaving of the head in a Mohawk or other distinctive style shall not be permitted. Sideburns shall not extend beyond the bottom of the earlobes and will have straight lines with no flare at the base. Female inmates shall be prohibited from having their hair braided or styled in any area other than the institutional beauty shop. All inmates shall elect either to be clean shaven or to grow and maintain a half-inch beard. Such a beard shall include all the hair that grows naturally on the face and front of the neck, excluding eyebrows and eyelashes. Inmates shall not display any other type, style, or arrangement of hair on the face nor front of the neck. Inmates shall not sculpt nor edge their beards. No numbers, symbols, letters, nor other designs shall appear in inmate beards. Those male inmates who desire to remain clean shaven shall be clipper shaved three times per week, and those inmates who desire to grow a half-inch beard shall have their beards trimmed three times per week with a clipper fitted with a half-inch guard. Female inmates may possess one (1) disposable state-issued razor. Notwithstanding any other provision of Chapter 33, F.A.C., upon intake at any Department reception center each inmate having hair on the face or the front of the neck shall be clean shaved once for the purpose of discovering any identifying marks, scars, tattoos, or other features.

**Clay County Sheriff's Office
Cost Proposal Sheet and Certification Form**

Solicitation: B18-011

Service/Item Requested: Hair Cutting Services for Clay County Jail Facility

Cost Proposal to CCSO

In accordance with your Request for Quotes for Solicitation B18-011 and subject to all conditions thereof, I, undersigned, hereby propose to provide the requested services at the following price:

Price: _____ Haircut Per Male Inmate

_____ Haircut Per Female Inmate

Certifications to CCSO

I, the undersigned, hereby certify that I shall:

- a. comply with the laws of the State of Florida;
- b. comply with the applicable portion of the Federal Civil Rights Act of 1964,
- c. comply with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government,
- d. comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government,
- e. comply with all terms and conditions set out in this RFQ and, if awarded, the resulting contract,
- f. affirm, as a condition precedent to award, that the Bid submitted was independently arrived at, without collusion, under penalty of perjury, and
- g. keep this offer open and valid for at least 90 days.

Signature of Authorized Representative

Type or Printed Name of Authorized Representative

Title

Date