

The Okaloosa County Sheriff's Office will be accepting bids for the following services: *Transmission Repair, Autobody Repair, Towing of Sheriff's Office Vehicles or Vehicles Seized as Evidence, and Janitorial Service.*

All bids must be received by **29 August 2014** to be considered for evaluation.

Contracts will be awarded by **22 September 2014** and will commence on **01 October 2014**. Duration is for one (1) year.

Incomplete bids will be returned. Bids received after **29 August 2014** will not be considered.

Basic requirements to be included in each bid and the requirements of each contract are listed below.

Bids should be sent by mail or e-mail to:

Stan Griggs
Okaloosa County Sheriff's Office
50 2d St.
Shalimar, FL. 32579

sgriggs@sheriff-okaloosa.org

Under Florida Law, all contracts and bids with the Okaloosa County Sheriff's Office are subject to disclosure as a public records request pursuant to Chapter 119, Florida Statutes. If (contractor) receives a public records request made pursuant to Chapter 119, Florida Statutes, you hereby agree to contact the OCSO immediately upon receipt of the request for review for confidential and/or exempt information prior to the release of the record(s).

1. TRANSMISSION REPAIR

- Must have certified mechanics
- Must be licensed
- Must have superior BBB rating
- Must not be pending any civil liens / or pending legal action as a defendant
- Must certify a drug free work place
- Cannot employ undocumented aliens
- Must have liability and workman's compensation insurance
- Invoices for parts and materials must be available upon request
- Sheriff's Office vehicles must have priority service
- Must have secure storage

Each bid must contain:

Proof of the above requirements
Cost for diagnosis
Hourly labor
Mark up on parts
Warranty of parts and labor

2. AUTOBODY REPAIRS

Must have certified mechanics
Must be licensed
Must have superior BBB rating
Must not be pending any civil liens / or pending legal action as a defendant
Must certify a drug free work place
Cannot employ undocumented aliens
Must have liability and workman's compensation insurance
Invoices for parts and materials must be available upon request
Sheriff's Office vehicles must have priority service
Must have secure storage
Preferred rating by OCSO insurance company and adjuster

Each bid must contain:

Proof of the above requirements
Cost of pick up and delivery
Cost for storage
Hourly labor
Mark up on parts
Warranty of parts and labor

3. TOWING OF SHERIFF'S OFFICE VEHICLES OR VEHICLES SEIZED AS EVIDENCE

Must have licensed drivers and operators
Must be licensed
Must have superior BBB rating
Must not be pending any civil liens / or pending legal action as a defendant
Must certify a drug free work place
Cannot employ undocumented aliens
Must have liability and workman's compensation insurance
Sheriff's Office requests must have priority service
Must have secure storage
Must have a roll back flat bed truck

Must provide county wide availability 24/7
Must be able to pick up and/or deliver out of county
If business is located north of McWhorter Av. (Duke Field),
response time to requests for services
south of McWhorter Av. cannot exceed 1 hour.
Otherwise, response time cannot exceed ½ hour.
If business is located south of McWhorter Av. (Duke Field),
response time to requests for services
north of McWhorter Av. cannot exceed 1 hour.
Otherwise, response time cannot exceed ½ hour.

Each bid must contain:

Proof of the above requirements

Cost for the following services:

Tows from Ft. Walton Beach to Shalimar
Tows from Niceville area to Shalimar
Tows from Destin area to Shalimar
Tows from area west of Hurlburt Field to Shalimar
Tows from area east of Destin City limits to Shalimar
Tows from Crestview area to Shalimar
Jump start vehicles
Key lock out
Pull stuck vehicles
In compound towing (Shalimar)

4. JANITORIAL SERVICE

Must be licensed
Must have superior BBB rating
Must not be pending any civil liens / or pending legal
action as a defendant
Must certify a drug free work place
Cannot employ undocumented aliens
Must have liability and workman's compensation
insurance
Work will be done at the Sheriff's Office:
HQ Building and Investigations- Shalimar
Substation, 815 N. Beal
Substation, 313 Lovejoy Rd.
Substation, 1678 Magnolia Plantation
Destin, 107 Stahlman Av.
Destin, 4300 Legendary Dr.
Or, in special locations, as needed.
Work will be done during normal business hours.
The OCSO will supply all reasonable materials and
equipment.
All employees must be properly trained.
All employees must submit to a thorough background
investigation.

Each bid must contain:

Proof of the above requirements

Cost for the following services:

Services for each visit:

- Vacuum all carpeted areas
- Sweep & mop all hard floors
- Spot clean carpet as needed
- Clean all light plates/switches/handles/& push bars
- Spot clean wall areas as needed
- Empty all waste baskets & change liners as needed
- Clean all counter tops
- Clean & disinfect all drinking fountains & water coolers
- Clean exterior of all appliances/range tops & interior of microwaves
- Clean & disinfect all bathroom fixtures
- Clean all mirrors
- Fill soap dispensers as needed
- Restock tissue & paper towels as needed
- Clean interior and exterior of glass entrance doors
- Sweep front entrance

Services each week:

- Clean all ledges & sills
- Dust trophy cases/cabinets/furniture/pictures/clocks, etc in common areas & command staff offices
- Clean & polish conference room tables & furniture
- Spot clean exterior & interior window surfaces as needed
- Clean & disinfect restroom stalls & showers

Services each month:

- Vacuum all chairs and couches in common areas/command staff offices/ & conference rooms
- Clean all chair rails & baseboards

Perform any service to ensure premises is clean & sanitary.