

BACKGROUND

1. The City of Ocala is seeking a Vendor to remove old equipment and provide and install new electronic audiovisual equipment for the auditorium to support the Ocala Police Department. Vendor will provide all labor, equipment, and materials required to provide these services.
2. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Level II Background Check Requirement:** Vendor employees and all sub-contractors working on-site must complete a Level II background check. Background checks shall be scheduled with the City of Ocala Project Manager and will be conducted by the Ocala Police Department.
2. **Experience Requirement:** Bidder must possess five (5) years of experience with the installation and support of audiovisual equipment.

INSURANCE REQUIREMENTS

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

PERMIT REQUIREMENTS

1. **Permits Required:** Vendor will be responsible for obtaining the following City of Ocala permits at no additional cost to the City:
 - Electrical
 - Mechanical
2. **Estimated Permit Cost:** The estimated permit costs are **\$814.00**
3. **Permit Fee Schedule:** For information regarding permitting fees, please visit the following link:
<https://www.ocalafl.org/home/showpublisheddocument/490/637545367420930000>
4. **Construction Permit Applications:** For construction permits and related documents, please visit: <https://www.ocalafl.org/government/city-departments-a-h/growth-management/permitting>

DELIVERY

1. Supplies shall be delivered or shipped to Ocala Police Department, 402 South Pine Avenue, Ocala, FL, 34471.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

VENDOR RESPONSIBILITIES

1. **Project Summary:** The Vendor will be required to provide and install all audio and video equipment (or equivalent) below:
2.
 - **Equipment:**
 - a) **Projector:** NEC NP-PA804UL-W-41, properly mounted to the ceiling and aligned to the screen.
 - b) **Cameras:** three (3) AVer TR311HN, installed on the ceiling in marked locations, in combination with a camera controller, AVer CL01.
 - c) **Video mixer:** Roland V-8HD installed and configured in a control room adjacent to the auditorium.
 - d) **Audio mixer:** Behringer X32 Producer installed and configured in a control room adjacent to the auditorium.
 - e) **Streaming appliance:** Tascam VSR-264 installed in a control room adjacent to the auditorium and configured to stream to OPD social media accounts.
 - f) **HDMI matrix switcher:** Shiny-bow SB-5688Kp, installed and configured in a control room adjacent to the auditorium.
 - g) **main speakers:** two (2) JBL CBT 70J-1 + 70JE-1, mounted on the front wall near the projection screen.
 - h) **Subwoofers:** two (2) JBL Control SB2220, mounted on the front wall in marked locations.
 - i) **Microphone system:** three (3) each Shure BLX288/B58 and Shure BLX188/CVL, with receivers installed and configured in a control room adjacent to the auditorium. Additionally, one (1) Shure MX412S/S must be installed in a podium on the stage, connected to the mixer in the control room via XLR cable.
 - j) **Amplifiers:** two (2) Crown XLi 2500, installed in a control room adjacent to the auditorium.
 - k) **DSP/Feedback suppressor:** DBX Drive-Rack PA2 installed and configured in a control room adjacent to the auditorium.
 - l) **Collaboration/presentation tool:** Barco CX-50, installed and configured in a control room adjacent to the auditorium.
 - m) **Stage lights:** eight (8) ADJ PAR829 lights, installed and connected to a Chauvet DJ OBEY4 in a control room adjacent to the auditorium. Lighting scenes are to be programmed for at least three (3) use cases/scenarios.
 - n) **A 20u equipment rack** in the control room adjacent to the auditorium. The desk should be appropriate for housing an audio and video mixer.

Vendor will be expected to remove any equipment they are replacing (i.e.: the contractor installing the projector will be responsible for removing the existing

projector). All audio etc cables and wires are to be terminated inside the storage room at the new window location.

NOTE: Substitutions to the listed equipment are acceptable, but any substituted equipment must meet or exceed all listed specifications for the item it is intended to replace. All substitutions are subject to approval by the City.

Deliverables: The Vendor shall provide an installation schedule and monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.

WORK HOURS

The normal/standard working hours for this project are 8:00 AM – 4:00 PM Monday through Friday, excluding holidays. Vendor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The City may decline the request.

CONTRACT TIME

Project installation must be complete within **30 Days** of the start date of the on-site work.

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendor must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope/project.
2. The Vendor shall provide an assigned Project Manager, who will be the primary point of contact. Vendor must provide a valid telephone number and address at all times to the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
3. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
4. The employees of the Vendor must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in as good appearance as the job conditions permit.
5. Vendor will operate as an independent contractor and not as an agent, representative, partner, or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.
6. No smoking is allowed on City property or projects.
7. All company trucks must have a visible company name/logo on the outside of the vehicle.

CITY OF OCALA RESPONSIBILITIES

1. The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a markup fee for material furnished by the City.

VENDOR RESPONSIBILITIES

1. The Vendor shall complete all work performed under this solicitation in compliance with the policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. The Vendor shall obtain and pay for any licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Installation shall comply with all requirements and instructions of applicable manufacturers.
4. Vendor is responsible for any damages caused by its activity, including but not limited to damage to buildings, curbing, pavement, landscaping, or irrigation systems. Should any public or private property be damaged or destroyed, the Vendor shall, at its sole expense, repair or make restoration as acceptable to the City of destroyed or damaged property no later than one (1) month from the date damage occurred.
5. All Vendors must be currently listed on SAM.gov.

SUB-CONTRACTORS

1. Vendor must perform a minimum of 30% of the work with their forces.
2. Services assigned to sub-contractors must be approved in advance by the City Project Manager.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Vendor shall keep the premises free at all times from the accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not be limited to:
 - A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonably neat condition.
 - B. Work site must be completely cleaned after each day of work.
 - C. Vendor shall manner legally dispose of debris.
 - D. No access to the OPD dumpster; all old material must be hauled off daily by the Vendor.
2. **Final Cleaning:** Upon completion of work, clean the entire work area as applicable.
 - A. All furnishings and equipment shall be placed back in their original locations.
 - B. All work areas must be returned to their original condition.
 - C. The Vendor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore manner acceptable all property, both public and private, which has been damaged during the prosecution of the work and shall have the work in a neat and presentable condition. *Note: All debris shall be removed from the premises. New construction debris, trash, etc., shall not be left or buried on site.*

SAFETY

1. The Vendor shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.

2. In no event shall the City be responsible for any damages to any of the Vendor's equipment, materials, property, or clothing lost, damaged, destroyed, or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment shall be the Vendor's responsibility.

WARRANTY

1. Vendor must provide a three-year material and labor warranty from the date of completion, against operational failure caused by defective material or workmanship which occurs during normal use.
2. All manufacturer warranty documentation and owner/operator manuals must be provided before the final payment request.

INVOICING

1. All original invoices will be sent to Adam Page, Ocala Police Department, 402 S. Pine Ave. Ocala, FL, 34471. Email apage@ocalapd.org
2. Vendor will invoice at least once a month.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response and must bid on all line items.
2. The City reserves the right to award by line item to any or no bidder. Award will be made to the lowest bidder meeting all requirements outlined herein.