

BACKGROUND

1. The City of Ocala requires the services of an experienced vendor to provide holiday lighting and decor services supporting the Recreation and Parks department for the City's annual holiday lighting program.
2. Vendor will provide lease and installation services for holiday decorations.
3. Vendor will provide all labor, materials, supervision, tools, equipment, and vehicles necessary to perform the work as outlined within this Scope of Work, Exhibit B – Price Proposal and Exhibit C – Technical Specifications.

NON-MANDATORY PRE-BID MEETING/SITE VISIT: A non-mandatory pre-bid meeting and site visit will be held on **Thursday, June 12, 2025**, at 9:00am located at **110 SE Watula Avenue, Ocala, FL 34471**.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Experience Requirement:** Bidder must possess minimum of five (5) years' experience in providing large commercial outdoor type displays.
 - a. Provide a list of three (3) references for past/current jobs that are comparable (in dollar amount & size of the scope) to this project.

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.

CONTRACT TERM/DELIVERY TIMELINE

1. **Term:** The resulting contract will be for an initial term of three (3) years. Initial installation begins with the **2025** holiday season.
2. **Renewals:** One (3) optional, one-year renewal term.
3. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Price increases shall be based on the CPI-U and Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.
4. City reserves the right to deny any substitution requests and approve or deny additional display options.

ANNUAL DISPLAY

1. **Annual Display Period:**
START: two (2) weeks prior to Thanksgiving Day holiday
END: the Friday before the Martin Luther King Jr. holiday

2. Annual Installation and Maintenance:

- a. Decorations shall be completely installed and fully functional no later than two (2) weeks prior to the Thanksgiving Day holiday.
- b. Tree installation shall not be completed any sooner than November 6th of each year. All other installation shall begin in October of each year and carry over to November.
- c. Provide one crew to be present during a scheduled Light Up Ocala pre-lighting with the City to make any necessary repairs.
- d. This event will take place the week before the Thanksgiving holiday, normally on a Wednesday and will be scheduled annually with the City Project Manager.
- e. This a nighttime event and Vendor will need to be on-site in downtown Ocala from approximately 3:00 AM to 7:00 AM or until all lighting has been verified to be fully functional and repaired if needed.
- f. Fully test and maintain the displays during the entire time they are operational.
- g. Check and re-lamp all broken and/or discolored lights on all displays each year to ensure 100% uniformity & illumination.
- h. Wire brush, re-tape and re-paint/touch up displays every year to cover any abrasions that may occur during installation, transit, and storage.
- i. Maintain the installed holiday decorations during the display period and prior to installation in any successive year.

3. Annual Removal and Storage:

- a. Completely remove the entire display no later than the Friday before the Martin Luther King Jr. holiday each year.
- b. Store the holiday decorations until they are to be displayed again the following year.

4. Repairs: Vendor must respond to a request for repairs within 24 hours of notification.

- a. **Corrective Repairs:** Provide for no additional charge to City, follow-up, or call-back work to correct improper repairs or installation of substandard materials furnished by the Vendor, or faulty workmanship by the Vendor (this does not include vandalism, pilferage, and force majeure).
- b. **Additional Repairs:** Provide an itemized quote to the City for repairs due to vandalism, pilferage, and force majeure.
- c. **Completion of Repairs:** Complete repairs within 72 hours of City's request.

5. Quantities:

- a. Quantities provided are representative of a typical annual program; but may vary year to year to meet City's needs.
- b. The City reserves the right to delete certain displays from the contract as necessary.
- c. By September 1st of each year, Contractor shall meet with the City to firm up the plan for the current year program.

INSTALLATION SCHEDULE

- a. Contractor must follow the installation, testing, and removal schedule as shown below:

	Light Up Ocala Event
Year 1 - 2025	Saturday, November 22, 2025
Year 2 - 2026	Saturday, November 21, 2026
Year 3 - 2027	Saturday, November 20, 2027
Year 4 - 2028	Saturday, November 18, 2028
Year 5 - 2029	Saturday, November 17, 2029
Year 6 - 2030	Saturday, November 23, 2030

- b.

Test Lighting - Installation Deadline
Wednesday, November 19, 2025
Wednesday, November 18, 2026
Wednesday, November 17, 2027
Wednesday, November 15, 2028
Wednesday, November 14, 2029
Wednesday, November 20, 2030

- c.

Tree Installation Timeframe
11/10/25 - 11/14/25
11/9/26 - 11/13/26
11/8/27 - 11/12/27
11/6/28 - 11/10/28
11/5/29 - 11/9/29
11/11/30 - 11/15/30

- d.

Removal Deadline (Friday before MLK Day)
Friday, January 16, 2026
Friday, January 15, 2027
Friday, January 14, 2028
Friday, January 12, 2029
Friday, January 18, 2030
Friday, January 17, 2031

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. Vendor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
8. All company trucks must have a visible company name/logo on the outside of the vehicle.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will provide access to City facilities to the Vendor to perform the work.
2. The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a mark-up fee for material furnished by the City.
3. City will provide single phase service with 14–20-amp breaker and outlets needed to power tree.
4. City will provide and install lighting of oak trees on the downtown square.
5. Quantities provided are representative of a typical annual program; but may vary year to year to meet City's needs. The City reserves the right to delete certain displays from the contract as necessary. By

September 1st of each year, the City shall meet with contractor to firm up the plan for the current year program.

VENDOR RESPONSIBILITIES

1. Install approved holiday decorations at locations outlined in this bid prior to the display period. Decorations shall be completely installed and fully functional prior to test lighting date.
2. Tree installation shall not be completed any sooner than November 6th of each year. Tree removal may not be completed prior to the first Friday of January.
3. All other installation shall begin in October of each year and carry over to November.
4. Provide one crew to be present during a scheduled pre-lighting with the City to make any necessary repairs. This will take place the week of Light Up Ocala.
5. Ensure that the holiday displays perform as specified for the entire display period.
6. Completely remove the entire display no later than the Friday before the Martin Luther King Jr. holiday each year.
7. The Vendor shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
8. The Vendor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
9. Installation shall be in compliance with all requirements and instructions of applicable manufacturers.
10. Vendor is responsible for any and all damages including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by their activity. Should any public or private property be damaged or destroyed, the Vendor at their expense, shall 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.
11. If the Vendor is advised to leave a property by the property owner or their representative, the Vendor shall leave at once without altercation. Vendor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
12. Data collected by the Vendor shall be in a format compatible with, or easily converted to City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
13. The Vendor shall ensure that all documents prepared under this contract have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes: Word, Excel, Power Point, Access or any other software as specified and approved by City staff.

SUB-CONTRACTORS

1. Vendor must perform a minimum of 70% of the work with their own 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 accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not limited to:
 - a. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition.
 - b. Work site will be completely cleaned after each day of work.
 - c. Vendor shall dispose of debris in a legal manner.
2. **Final Cleaning:** Upon completion of work, clean entire work area as applicable.
 - a. All furnishings and equipment shall be placed back in the original locations.
 - b. All work areas must be returned to original condition.
 - c. The Vendor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore in an acceptable manner 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: Any and 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 will be the Vendor's responsibility.

INVOICING

1. All original invoices will be sent to: Amy Casaletto, Project Manager, Recreation & Parks Department, 8258 NE 8th Avenue, Ocala, FL 344770 email: acasaletto@ocalafl.gov.
2. Vendor shall submit invoices for leased holiday displays twice during each display year: (1) for 80% of the total amount due within THIRTY (30) days of installation; and (2) for 20% of the total amount due within THIRTY (30) days of removal.
3. Vendor shall submit invoices for additional items purchased by City within THIRTY (30) days of providing said items.
4. All invoices submitted by Vendor shall be itemized to reflect whether line items are leased or purchased and shall include the City contract number, an assigned invoice number, and an invoice date.

PRODUCTS DISPLAY SUBSTITUTIONS

1. Additional Display Options and Substitutions: If Vendor has displays different from what we are requesting, or optional additions to what we are requesting, they must submit photos of optional additions or substitutions.
 - a. All additional display submissions must also include pricing.
 - b. City reserves the right to deny any substitution requests and approve or deny additional display options.

PRICING AND AWARD

1. Bidder must upload a completed Exhibit B - Price Proposal with their response.
2. **Bidder must bid on all line items, with the exception of optional items.**
3. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
4. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides, installs, or constructs.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.
6. The City will pay the Vendor only for the actual units the Vendor provides, installs, or constructs.
7. Items in Price Proposal are priced as one all-inclusive unit cost for the entire season/year. Lease pricing includes installation, testing, maintenance, removal, and storage as described in the Scope of Work. The City will not pay any additional charges for the holiday display outside of the items in Exhibit B - Price Proposal and approved additional items. Optional items indicated for purchase will be priced as a one-time cost for providing the items to the City.