

BACKGROUND

1. The City of Ocala requires the services of a qualified mechanical contractor to supply and install a new 275-ton air-cooled chiller system at City Hall building located at 110 SE Watula Avenue, Ocala, FL 34471.
2. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be a licensed mechanical contractor in the State of Florida to submit a bid for this project. Bidders must upload their active license with bid submission. The license will be verified by staff.
2. **Experience Requirement:** Bidder must possess five (5) years of experience in providing mechanical services. The Bidder must provide three (3) references from similar completed projects within the last five (5) years.

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:** Installation must be completed within **thirty (30) days** from signed notice to proceed.
2. **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 Contractor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.
3. **Lead Time:** The maximum acceptable lead time on materials is 17 weeks, unless due to unforeseeable circumstances.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** The Contractor will be required to remove the existing unit, procure and install new unit and associated pump replacement or modification.
 - Equipment Requirements:
 - Chiller Type: Packaged Air-Cooled Chiller
 - Capacity: 275 Tons
 - Approved Manufacturers: Trane or an approved equivalent (**Bidders must submit specifications for any equivalent manufacturer with bid submittal**).
 - Condenser Type: Air Cooled
 - Compressor Type: VFD Screw

- Nameplate Voltage: 460-3-60 (V-Ph-Hz)
 - Drives: Replace (2) 30HP Variable Frequency Drives (VFD) with BACnet communication protocol for integration with building automation systems
 - Pump Replacement/Modification (must match manufacturer specifications)
 - Replace and/or modify the chilled water pump system
 - Pump Specification: Bell & Gossett chilled water pump
 - Include new sled and suction diffuser
 - Plumbing
 - Replace all gauges and their respective threaded fittings into water lines
 - HVAC must continue operating during normal business hours of 7 am-5 pm, Monday through Friday.
 - The awarded Contractor shall be capable of responding on-site within two (2) hours to 110 SE Watula Avenue, Ocala, FL 34471, for the purpose of diagnosing and performing necessary repairs to restore the chiller unit to operable condition within the same two (2) hour timeframe.
 - The Contractor must have access to qualified labor either through its own workforce or through a subcontractor—who is capable of performing timely diagnostics and repairs. Additionally, the Contractor must have the ability to obtain and utilize Trane or OEM-equivalent parts, as applicable to the final chiller product selected, in order to meet the required response and repair timeframe.
 - The Contractor must respond within two (2) hours to 110 SE Watula Ave, Ocala, FL, 34471
2. **Deliverables:** The Contractor shall provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
 3. **Working Hours:** Working hours are contingent upon the Contractor. The Contractor must confirm all working hours with the Project Manager.

CONTRACTOREMPLOYEES AND EQUIPMENT

1. The Contractor 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 Contractor shall provide an assigned Project Manager, who will be the primary point of contact. The Contractor 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 Contractor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Contractor must each be promptly notified by the other of any complaints received.
4. The employees of the Contractor 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. The Contractor 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. The Contractor 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 furnish the following services/data to the Contractor for the performance of services:
 - A. Access to City buildings and facilities to perform the work.
 - B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Contractor's responsibilities.
 - C. Provide office facilities for the Contractor, if needed.
2. The City reserves the right to purchase any materials for the Contractor to use. The Contractor shall not charge a mark-up fee for material furnished by the City.

CONTRACTOR RESPONSIBILITIES

1. The Contractor 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.
2. The Contractor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Installation shall be in compliance with all requirements and instructions of applicable manufacturers.
4. The Contractor 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 Contractor 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.
5. If the Contractor is advised to leave a property by the property owner or their representative, the Contractor shall leave at once without alteration. The Contractor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
6. Data collected by the Contractor shall be in a format compatible with or easily converted to the City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
7. The Contractor 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. The Contractor must perform a minimum of 30% 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 Contractor 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. The Contractor 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 Contractor 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 Contractor 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 Contractor'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 Contractor's responsibility.

WARRANTY

1. The Contractor will provide a five-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 final payment request.

INVOICING

1. All original invoices will be sent to: Gary Crews, Project Manager, Facilities Department, 1805 NE 30th Avenue, Building 200, Ocala, FL 34470, email: Facilities@ocalafl.gov.
2. The Contractor will invoice at least once a month.

PRICING AND AWARD

1. The Bidder must upload a completed Price Proposal with their response.
2. The Bidder must bid on all line items, with the exception of optional items.

3. Bids will be received on a lump sum basis. Lump sum amount must include all direct and indirect costs to complete the project.
4. The Award will be made to the lowest, responsible bidder meeting all requirements outlined herein.