

**BACKGROUND**

1. The City of Ocala is soliciting bids from experienced Contractors to perform the construction of a Real Time Crime Center Buildout located at **402 S Pine Avenue, Ocala, FL 34471**. Contractors will provide all labor, materials, and equipment necessary to perform these services per Exhibit A- Scope of Work, Exhibit B- Building Plans, Exhibit C-HVAC Plans, and Exhibit D- Photos.
2. **MANDATORY PRE-BID MEETING/SITE VISIT: A mandatory pre-bid meeting and site visit will be held on Monday, December 15, 2025, at 9:00am, located at 402 South Pine Avenue, Ocala, FL 34471. Attendance is required to participate in this solicitation.**

**EXPERIENCE, BACKGROUND CHECK, AND LICENSING REQUIREMENTS**

1. **Licensing Requirement:** Bidder must be licensed as a General or Building Contractor in the State of Florida to submit a bid for this project. Electrical work is required to complete the job. The Bidder shall possess or hire a subcontractor who has a Florida Electrical License.
2. **Experience Requirement:** Bidder must possess 10 years' experience in providing Commercial Interior wall construction and drywall finishing.
3. **Level II Background Check Requirement:** Contractor employees and all subcontractors working onsite 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. Employees requiring unescorted access to the Police Department must be fingerprinted, Criminal Justice Standards Training (CJST) Test, and criminal history verified if applicable prior to the construction start date.
4. **Awarded Vendors shall comply with all applicable provisions of Section 787.06, Florida Statutes.** Specifically, all non-governmental Vendors shall provide the City of Ocala with an affidavit signed by an officer or a representative under penalty of perjury attesting that the non-governmental entity does not use coercion for labor or services as defined in Section 786.06(2), Florida Statutes).

**If not previously provided, the affidavit may be downloaded from <https://www.ocalafl.gov/home/showpublisheddocument/29503> and must be notarized.**

**BOND REQUIREMENTS**

1. **Bid Bond:** Bid security equal to five percent (5%) of the total bid amount must accompany each bid. The bid bond will be uploaded in the section of this listing labeled "Bid Bond." The original document will be maintained by the Bidder unless requested to produce by the City.
2. **Public Construction Bond:** The successful Bidder must submit a recorded Public Construction bond in the amount of 100% percent of the contract price. This is obtained to ensure completion of the obligations under the third-party contract.
3. **Maintenance and Guarantee Bond:** The successful Bidder will also be required to furnish a Maintenance and Guarantee Bond for 10% of the total project value, prior to final payment, for a period of two years for labor and two years for materials from the date of final completion.

**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.

4. **Builder's Risk Insurance:** Contractor, with sole liability for payment of premiums, shall purchase and maintain property insurance upon the Work at the site in the amount of the full Project value, including soft costs with a LEG2 endorsement or equivalent. This insurance shall include the interests of the City, Vendor, subcontractors, City Engineer, and the officers, directors, partners, employees, agents, and other consultants and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as Additional Insureds; be written on a Builder's Risk "all-risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, false work, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, wind, extended coverage, theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage, flood, and damage caused by frost and freezing with no co-insurance clause; include expenses incurred in the repair or replacement of any insured property (including, but not limited to, fees and charges of engineers and architects); cover materials and equipment while in transit or while stored at the site or at another location that was agreed to in writing by the City prior to being incorporated in the Work, provided that such materials and equipment have been included in an Application for Payment recommended by the City or the City Engineer; allow for partial utilization of the Work by the City; include testing and startup; and be maintained in effect until final payment is made unless otherwise agreed to in writing by the City, Vendor, and City Engineer, with 30 days' written notice to each other named insured to whom a certificate of insurance has been issued

#### PERMIT REQUIREMENTS

1. **Permits Required:** Contractor will be responsible for obtaining the following City of Ocala permits at no additional cost to the City:
- Building
  - Electrical
  - Mechanical
  - HVAC
  - Plumbing
  - Electrical
2. **Permit Fee Schedule:** For information regarding permitting fees, please visit the following link: [2024-2025 Adopted Budget and Capital Improvement Plan Document.pdf](#)
3. **Construction Permit Applications:** For construction permits and related documents, please visit: <https://www.ocalafl.org/government/city-departments-a-h/growth-management/building/construction-permits>
4. **Work Summaries and Reports:**
- a. Exhibit A – Scope of Work
  - b. Exhibit B – Building Plans
  - c. Exhibit C – HVAC Plans
  - d. Exhibit D- Photos

#### PROJECT SUMMARY

The Emergency Operations Center (EOC)/Real Time Crime Center (RTCC) will be a state-of-the-art facility assisting the Ocala Police Department in multiple ways. The EOC component will allow partners of the Ocala Police Department to come together in a unified command structure for large-scale community events or critical incidents requiring multiple resources to manage the incident. The RTCC will serve as a crime-fighting data collection point that assists with real-time critical incidents and follow-up criminal

investigations, providing useful investigative leads. The center will provide oversight for police officers with live video feed capabilities of in-car and body-worn cameras, keeping officers safer as they manage critical incidents. The EOC/RTCC will enhance the capabilities of members at the Ocala Police Department and, in turn will provide a greater level of service and safety to the citizens of Ocala.

### 1. General Requirements

- All work must comply with applicable **City, State, and Federal codes**, including:
  - **Commercial Building Code**
  - **NFPA 13 & 72**
  - **National Electrical Code (NEC)**
  - **City Mechanical Code**
- Contractor to verify all dimensions and site conditions.
- All materials to match existing finishes were specified

**The Contractor will be responsible for completing the job requirements below:**

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### 2. Demolition

#### Room 300

- Remove the mop sink and repair floor.
- Remove trash chutes (2nd to 1st floor) and repair floor.
- Remove plaster walls from support columns.
- Remove video light control unit.
- Remove and relocate light fixtures.
- Remove two Whisper Rooms; reinstall one, store one.

#### Rooms 199 & 200

- Remove the wall, electrical, and door between rooms.
- Remove ceilings.
- Remove and store carpet in Room 300.
- Remove and reinstall one Whisper Room in Room 300.

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### 3. Architectural Construction

#### New Rooms & Modifications

- **Room 300:** Add left-hand door, card reader, relocate light switch, fire strobe, and camera.
- **Room 301 (EOC):** Raised tile floor, video wall, filler wall.
- **Room 302:** Office/storage with 36" right-hand swing door.
- **Room 303:** Conference room with glass walls, TV receptacle, full-glass LH door.
- **Room 304:** Utility closet with double doors, pipe cover wall.
- **Room 305:** Intel room with L-shape layout, walk-through to Room 308, column wall.
- **Rooms 306 & 307:** Offices with 4'x6' windows, locking doors.
- **Room 308:** Camera technician room.
- **Room 309:** Break room with cabinets, sink, ice maker, and floor drain.
- **Room 310:** Main entry with auto sliding glass doors, tile emblem, ramp, and card reader.
- **Room 311:** Exit area with ramp, carpet, light switch rewiring.
- **Room 312:** Foyer with door hardware, walk-through to the Polygraph Room, card reader.
- **Room 314:** Polygraph Room – reinstall Whisper Room.

#### Ceiling Heights

- **Rooms 301, 309:** 162 inches
- **Rooms 302, 303, 305–308, 312, 313:** 108" inches

- **Room 310:** 108 inches sloping to 162 inches near Room 200

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#### 4. Electrical Systems

##### Power Distribution

- **Building Power**
- **Generator Power**
- **UPS Battery Backup**

##### New Installations

- Generator and panel in Room 304.
- 225A UPS panels in Room 200.
- 480V feeds from Room 58 to Room 200.

##### Lighting

- All LED 2'x4' dimmable lay-in fixtures.
- Dimmable switches in all rooms.
- Room 301: 3 lighting circuits.

##### Receptacles

- **Room 301:** 8 quads on the raised floor, 16 quads on the north wall, 6 duplexes at base cabinets.
- **Room 308:** 4 additional duplexes.
- Standard wall outlets in all offices and conference rooms.

##### Generator-Powered Loads

- Receptacles in all offices, Room 305 (8), Room 308 (4), Room 309 (kitchen).
- HVAC for Room 200 and Rooms 301–311.
- All lights except Rooms 200, 301, 312–314, 310.

##### UPS-Powered Loads

- Video wall.
- All systems in Rooms 301 and 200.
- Auto sliding doors (Room 310).
- Room 303 (all systems).
- Lights in Rooms 301, 305, 310.
- Server rack receptacles:
  - 2x 30A twist-lock circuits per rack.
  - 1x 20A 120V duplex per rack.

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#### 5. Data & Communications

##### Cabling

- All cables above the ceiling, except under the floor in Room 301 (14 locations).
- Data cables terminate in Room 200.
- Phone cables terminate in Room 168.

##### Connectivity

- 1x Cat6 from Room 301 ceiling to Room 200 (Wi-Fi).
- 32x double Cat6 to video wall screens.
- 1 phone + 2 data jacks per location:
  - Room 301: each desk + 1 center floor location (14 total).
  - Rooms 302, 306, 307, 308, 313, 314: 2 jacks each.
  - Room 303: 1 floor jack, 1 wall jack.
  - Room 305: 8 jacks (west/south walls).

- Copier jacks in Rooms 301 & 305.
- Cable chase from ceiling to raised floor in Room 304.

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## 6. Card Access System

- Must be Integrated with **Continental software**.
- New access panel in Room 168.
- Card readers in Rooms 203, 201, 312, 305, 308.
- Remote door openers and control wiring to Room 168.

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## 7. Fire Protection

### Sprinklers

- NFPA 13 compliant.

### Fire Alarm

- NFPA 72 compliant.
- Edwards EST system.
- Smoke/heat detectors, strobes, duct detectors.
- Devices relocated or matched to existing.

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## 8. HVAC Systems

### General HVAC

- RTUs over/near support columns.
- Metal ductwork with flex to diffusers.
- Dampers at main supply lines.
- Return air in each room.
- Integrated with existing **Honeywell Control System**.

### Room-Specific

- Polygraph Room & Foyer: New supply/return ductwork.
- Server Rooms 199 & 200:
  - 100% backup cooling.
  - Integrated with Honeywell OPD 1754.

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## 9. Doors & Hardware

- Yale mortise locks (Grand Master Key system).
- Must be from a registered Yale dealer.
- Keyed to master list.

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## 10. Finishes & Fixtures

### Wall & Floor Protection

- Light grey corner wall protectors.
- Room wall plates with room # and name inserts.

### Flooring

- Carpet & vinyl baseboard: Rooms 200, 301–314.
- Tile floors: Room 310 (door to ramp), Room 309.

### Materials

- Carpet: Milken Carpet Panels (color: Opel).
- Paint: Sherwin Williams
  - Walls: Satin Super Paint #1256

- Door Jambs: PD Blue (oil-based)
- Baseboard: Navy vinyl (Johnsonite)
- Ceiling Tile: Antibacterial, black
- Studs: Steel frame
- Drywall: 5/8"
- Electrical: Conduit, stainless steel cover plates
- Doors: Solid core, 3 hinges, steel jambs
- HVAC Grilles: American Louver Co.
  - Black cone diffusers with dampers
  - Black return air grills
- Lighting: LED 2'x4' dimmable fixtures (7-year warranty or longer)

**DELIVERY**

1. Supplies will 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.

**CONSTRUCTION TIMEFRAME AND WORK HOURS**

1. **Construction Time:** The required start time after the City-issued Notice to Proceed (NTP) shall be a maximum of **10** calendar days to begin work. Work will be completed and ready for final payment within **160** days of the issued NTP.
2. **Lead Time:** The maximum acceptable lead time on materials is two (2) weeks. The City shall issue a Notice to Proceed (NTP) upon notification of receipt of materials by Contractor.
3. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 4:00 PM Monday through Friday, excluding holidays. Contractor shall provide (forty-eight) 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request.

**LIQUIDATED DAMAGES**

1. The Contractor shall pay the City **\$1,609** for each calendar day that expires after the time specified for completion, until work is completed. After Substantial Completion, if the Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times or any proper extension thereof granted by the City, the Contractor shall pay an additional \$200.00 per day for each calendar day that expires after the time specified.
2. Nothing in this section is intended to limit the right to obtain injunctive relief or any and all relief as may be appropriate. Permission allowing the Contractor to continue and finish any part of the work after the time fixed for its completion or after the date to which the time for completion may have been extended shall in no way operate as a waiver on the part of the City of any of its rights under this Agreement.

**CONTRACTOR REQUIREMENTS AND HOURS**

1. Contractor must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope.
2. An employee roster must be provided for all projects assigned.
3. Contractor must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope.
4. The Contractor shall provide an assigned Project Manager, who will be the primary point of contact. The Contractor must provide a valid telephone number, email, 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.

5. 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.
6. The employees of the Contractor must wear suitable work clothes and personal protective equipment as defined by OSHA (hard hats, bucket harnesses, etc.) and meeting Manual on Uniform Traffic Control Devices (MUTCD) and National Electrical Safety Code (NESC) requirements as indicated for all work conducted and be as clean and in as good appearance as the job conditions permit.
7. 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.
8. No smoking is allowed on City property or projects.
9. The Contractor must possess all the required equipment to perform the work. A list of equipment shall be provided to the City upon request.
10. All company vehicles and uniforms must have a visible company name/logo and a badge with picture ID, company name and employee name to be worn at all times.

### **PROJECT SPECIFICATIONS**

This project will require the Contractor to follow the following plans and specifications:

1. Plan Set for the project attached as an exhibit.
2. All work must be in compliance with the Florida Building Code, latest edition. For information, please visit the following link: [https://floridabuilding.org/c/default.aspx`](https://floridabuilding.org/c/default.aspx)
3. The Contractor must have the above-listed documents in addition to up-to-date copies of shop drawings, plans, and bid documents at job sites at all times.
4. City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure available at:  
<https://www.ocalafl.gov/home/showpublisheddocument/26969/638741677724600000>

### **CITY OF OCALA RESPONSIBILITIES**

1. The City of Ocala will furnish the following services to the Contractor for the performance of services:
  - A. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Contractor's responsibilities.
  - B. Access to City buildings and facilities to perform the work.
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 Contract 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 licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this Contract.
3. Construction/Installation shall be in compliance with all requirements and instructions of applicable manufacturers.



4. If the Contractor is advised to leave a property by the property owner or their representative, the Contractor shall leave at once without altercation. Contractor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
5. Contractor will be responsible for the inspector's overtime.
6. 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.
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, PowerPoint, Access, or any other software as specified and approved by City staff.
8. **Removed Facilities:** All removed, no demo items, will be turned over to the City of Ocala.

#### SUB-CONTRACTORS

1. Contractor must perform a minimum of 30% of the work with their own forces.
2. Services assigned to subcontractors must be approved in advance by the City Project Manager.

#### SITE HOUSEKEEPING AND CLEANUP

1. **Waste/Debris:** The Contractor shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees. Contractor will provide approved containers for the collection and disposal of waste materials, debris, and rubbish. Contractor shall dispose of debris in a legal manner. At least once weekly, dispose of such waste materials, debris, and rubbish off-site.
2. **Cleanup:** Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition. Work site will be completely cleaned after each day of work.

#### SUBSTANTIAL COMPLETION

1. When the Contractor considers the work as substantially complete, the Contractor shall submit to the City:
  - A. A written notice that the work or designated portion thereof is substantially complete.
  - B. A list of items to be completed or corrected.
2. Within a reasonable time after receipt of such notice, the City will inspect to determine the status of completion.
3. Should the City determine that the work is not substantially complete:
  - A. The City will promptly notify the Contractor in writing, giving the reasons therefor.
  - B. The Contractor shall remedy the deficiencies in the work and send a second written notice of substantial completion to the City.
  - C. The City will re-inspect the work.
4. When the City finds that the work is substantially complete, the City shall prepare a Certificate of Substantial Completion with a list of items to be completed or corrected before final payment (Punch List).

#### FINAL INSPECTION

1. When the Contractor considers the work complete, the Contractor shall submit a written certification that:
  - A. Contract documents have been reviewed.
  - B. Work has been inspected for compliance with Contract documents.
  - C. Work has been completed in accordance with Contract documents.



- D. Equipment and systems have been tested in the presence of the city representative and are operational.
2. The City will inspect to verify the status of completion with reasonable promptness after receipt of such certification.
3. Should the City consider that the work is incomplete or defective:
  - A. The City will promptly notify the Contractor in writing, listing the incomplete or defective work.
  - B. The Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification to the city that the work is complete.
  - C. The city will re-inspect the work.
4. When the City finds that the work is acceptable under the Contract documents, the City shall request the Contractor to make closeout submittals.

**SAFETY**

1. The Contractor is solely responsible for ensuring safety during construction, and for conformance to all applicable OSHA standards; and local, state, and national codes concerning safety provisions for their employees, subcontractors, all building and site occupants, staff, public, and all persons in or around the work area.
2. Job site visits by City staff do not constitute approval, awareness, or liability for any hazardous condition.
3. Contractor shall be responsible for securing their equipment, materials, clothing, and other property.
4. Prior to completion, storage and adequate protection of all material and equipment will be the Contractor's responsibility.
5. 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.

**WARRANTY**

1. Contractor will provide a **two-year** material and labor warranty from the date of substantial 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: Steve Chojnacki, Project Manager, Ocala Police Department, 402 S. Pine Ave., Ocala, FL 34471, email: [schojnacki@ocalapd.gov](mailto:schojnacki@ocalapd.gov).
2. Contractor will invoice at least once a month.

**PRICING AND AWARD**

1. Bids will be received on a lump sum basis. The lump sum amount must include all the direct and indirect costs to complete the project.
2. Award will be made to the lowest bidder meeting all requirements outlined herein.
3. AMOUNTS DUE TO THE CITY. Contractor/Vendor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor/Vendor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.