

**BACKGROUND**

1. Vendor must provide all materials, equipment, and labor necessary to complete the Ocala Airport Air Traffic Control Backup Weather Equipment Replacement project. New equipment must be in accordance with specifications in the applicable sections of current Federal Aviation Administration (FAA) Joint Order 7210.78, Appendix A – FAA Contract Tower Minimum Equipment and Facilities List (**Exhibit B**), Joint Order(s) 6560.20, J.O. 7900.5, J.O. 7210.3 and J.O. 7230.8.
2. Air Traffic Control Tower (ATCT) equipment is essential to safe and efficient air traffic operations at the Ocala International Airport. Air Traffic Control equipment must be functional and reliable to ensure the safety of the Air Traffic System and to comply with FAA regulations. Portions of the current backup weather sensing equipment have failed, have reached, or are nearing the end of their service life, and must be replaced to ensure compliance and sustainability. The existing wind measuring equipment is not functioning and is not currently installed in accordance with FAA siting requirements in J.O. 6560.20C and must be relocated. This project replaces the existing airport sponsor provided ATCT backup weather sensing equipment and installs the wind measuring equipment in an approved location. Procurement of new equipment will ensure compliance with FAA requirements for the FAA Contract Tower (FCT) Program.
3. **NON-MANDATORY PRE-BID MEETING AND SITE VISIT:** Refer to the listing for the pre-bid meeting date, time, and location. Attendance is NOT required to submit a bid for this project.

**LICENSING AND EXPERIENCE REQUIREMENTS****1. Licensing/Certification Requirements:**

Bidder must be properly licensed and/or certified to submit a bid for this project, including applicable State FAA and FCC licenses/certifications.

**2. Experience Requirement:** Bidders must have three years' prior experience where they installed, configured, and integrated all equipment needed to meet FAA minimum equipment standards.

- a. Both references provided in the Bidders response must include such projects. Additional references may also be submitted.
- b. NOTE: If Bidder intends to use a sub-contractor for installation, they must upload the sub-contractor's experience documentation and references in the "Requested and Additional Documents" section.

**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.

**CONTRACT TERM/DELIVERY TIMELINE**

1. **Project 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 ONE HUNDRED NINETY-FIVE (195) days of the issued NTP.
2. **Weather Days:** The Vendor shall submit a written request to the City Project Manager (email is the preferred method) for additional days for which work is suspended or delayed by weather. Weather days shall be reconciled with each monthly pay application for the time period in which the application is submitted and shall be final. Vendor performance and execution of work will be considered in the determination for granting additional days.

**PROJECT SUMMARY, DELIVERABLES AND HOURS**

All equipment shall be new. The proposed equipment must meet the following requirements, at a minimum:

1. **Replacement ATCT backup weather equipment to include:**
  - a. Operator Interface Device(s) (OID) located in the tower cab. (Replace current system)
  - b. Wind Measuring Equipment (Speed and Azimuth), independent of the automated weather system, must be visible from each operational position. (Replace current system and install new sensor in FAA approved location on new FAA approved structure, tower, or mast)
  - c. Altimeter, independent of the automated weather system, must be visible from each operational position. (Replace current system)
  - d. Temperature Equipment, independent of the automated weather system. (Replace Current System)
  - e. Dew Point Equipment, independent of the automated weather system. (Replace current)
2. **Installation:** The new equipment must be installed with minimum disruption of daily air traffic control and airport operations. Vendor shall be responsible to field verify all measurements prior to fabrication and installation.
3. **Permits:** Vendor is responsible for obtaining all required permits including the State of Florida and the City of Ocala. The City will reimburse the permit costs money to the vendor.
4. **Compliance:** All work shall be accomplished in accordance with the current applicable Florida Building Code, National Fire Protection Agency (NFPA), the National Electric Code, and all other applicable local and state codes.

5. **Field Test and Final Installation Approval:** The Vendor will field test all equipment once installation is complete. Testing will ensure that all components of the systems (hardware, software, cabling, etc.) are operational, performing within specifications, and connected properly.
  - a. Initial field testing will be performed with a City designated representative in attendance.
  - b. Vendor will track and notate all errors, bugs, and deficiencies found during testing and ensure that any issue is corrected until satisfactory results are obtained.
  - c. Vendor will submit written copies of issues found and repairs made to the City Project Manager.
  - d. An operational field test period will extend for six (6) months from the end of initial field test period. During this period, ATC personnel will track and notate all errors, bugs, and deficiencies found during daily operation and report to the Vendor for corrective action and/or warranty service.
6. **Training:** Training will begin at the completion of the installation.
  - a. The Vendor will provide all training required to ensure that City-designated users of all systems equipment and software are competent in the use of all hardware and software. Training will be "hands-on".
  - b. Vendor will decide on what materials (videos, handbooks, etc.) will be required to ensure that training is complete and successful.
  - c. Training will constitute a complete run through of the equipment to include normal operation, software/hardware usage and troubleshooting.
  - d. Training will also cover necessary steps and procedures in regard to the installation and/or upgrade of any hardware or software component.
7. **Close Out:** Prior to proceeding with the work, the Vendor shall submit two (2) hard copies and a digital copy of the following:
  - a. Work Plan
  - b. Schedule
  - c. Existing Equipment Inventory
  - d. New Equipment Catalog Data and Manufacturer's Data
  - e. Wiring Diagrams (Complete)
  - f. Testing Plan and Procedures
  - g. Warranty Documentation

8. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 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.

## 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.
9. All damages are to be reported to the User Department where final decision will be made (by the city) as to replacement and/or repairs. All replacement and/or repairs will be performed at no additional cost to the city.
10. The Department does not include an allowance for delays caused by the effects of inclement weather; however, the Department may grant time extensions, on a day-to-day basis for delays caused by the effects of rains or other inclement weather conditions. No additional compensation will be made for delays caused by the inclement weather.

11. Vendor and all representatives of the Vendor are required to pass a Level II background screening which includes fingerprinting.
  - a. The City shall be responsible for conducting the background check.
  - b. If Vendor has a current FAA/government security clearance/background check, this requirement is waived.

**CITY OF OCALA RESPONSIBILITIES**

1. The City of Ocala will furnish the following services/data to the Vendor 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 Vendor's responsibilities.
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. The City of Ocala, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

**VENDOR RESPONSIBILITIES**

1. 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. Vendor shall provide all labor, tools, materials, and equipment, and perform all work required for the installation, wiring, connecting, adjusting, testing, operating, training, and warranting all items detailed in these specifications and to meet, as a minimum, the Federal Aviation Administration [FAA] Federal Contract Tower [FCT] Minimum Equipment and Facilities List [MEL] (refer to Exhibit B). Vendor must provide sufficient information to demonstrate proposed equipment meets or exceeds the applicable FAA specifications for each item.
2. The Vendor 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. Vendor is responsible for 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.
5. 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.
6. 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.
7. 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.
8. Vendor shall procure, install, test, and commission specified new equipment and remove existing equipment after successful installation of new equipment. All replaced equipment shall remain the property of the City. Radios or transmitters shall be tuned and certified by Federal Communications Commission [FCC] licensed radio-telephone installers, in accordance with current FAA Orders, Advisory Circulars and other pertinent guidelines.
9. Vendor shall provide training for air traffic and airport personnel on system(s) operation and troubleshooting.
10. Vendor will provide all manuals, instructions, and specification materials for all equipment.
11. Vendor will provide information concerning required maintenance and inspection of equipment as required.

#### **SUB-CONTRACTORS**

1. Services assigned to sub-contractors must be approved in advance by the City Project Manager.

#### **SITE HOUSEKEEPING AND CLEANUP**

1. **Cleanup:** The Vendor shall always keep the premises free 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.

## WARRANTY

1. Vendor shall guarantee that the materials and work shall be of good quality, free from faults and defects in workmanship. All written manufacturers' warranties for materials supplied must be provided to the City Project Manager before final payment will be authorized. Contractor will provide a warranty service plan.
2. An operational field test period will extend for six (6) months from the end of initial field test period. During this period, ATC personnel will track and notate all errors, bugs, and deficiencies found during daily operation and report to the Vendor for corrective action and/or warranty service.
3. A (1) year warranty is required from the conclusion of the six-month Operational Field Test Period.
4. All warranty documentation and owner/operator manuals must be provided before the final payment request.

## INVOICING

1. All original invoices will be sent to: Michael Baker, Project Manager, Ocala International Airport, 1770 SW 60<sup>th</sup> Avenue, Ste 600, Ocala FL, 34474, email: mabaker@ocalafl.gov.
2. A five percent (5%) retainage will be held on the funds until the project has been accepted and issued a final completion by the Owner.
3. Vendor will invoice at least once a month. Vendor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.

**PRICING AND AWARD**

1. Bidder must upload a completed Price Proposal with their response **(Exhibit C)**.
2. Bidder must bid on all line items, except for optional items (if applicable).
3. Intent to Award will be made to the lowest bidder meeting all requirements outlined herein.
4. Funding and award of the project is contingent upon execution of an FAA and/or FDOT grant.
5. Contractor must hold pricing for 180 days.