

**BACKGROUND**

1. The City of Ocala requires the services of an experienced Contractor to provide the design and furnishing of relays and panels supporting the Dearmin and Water Plant substations.
2. The relays and panels shall be fabricated and furnished completely, with all protection and control equipment mounted and wired in accordance with these specifications and the information provided in the Exhibits. The Contractor shall design and furnish Relay Panels complete with specified devices, terminal blocks, fuse blocks, fuses, and internal wiring, ready for installation. The Contractor shall provide engineered substation drawings associated with furnished relay panels, including AC single and three-line diagrams, AC/DC elementary, and CT/PT elementary. Others shall wire all external wiring noted on the engineered drawings.

**LICENSING AND EXPERIENCE REQUIREMENTS**

1. **Licensing Requirement:** Bidder must be a licensed as an Electrical Contractor to submit a bid for this project.
2. **Experience Requirement:** Bidder must have successfully completed at least five (5) substation projects (fabrication, manufacturing and/or installation) of which control and relay panels have been provided for a municipal, industrial environment, or investor-owned utility in Florida during the last five (5) years. Contractor will upload this list under the **Required Qualifications** section. This list shall include a short description of the control panel functions and the name of contact information of the clients referenced.

**BOND REQUIREMENTS**

1. **Bid Bond:** Bid security equal to five percent (5%) of the total bid amount must accompany each bid. 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. **Performance and Payment Bond:** The successful Bidder must submit a Performance and Payment bond for the total bid amount.

**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.

**DELIVERY**

1. All items must be received by the City of Ocala's Electric Utility Warehouse located at, 1805 NE 30<sup>th</sup> Avenue, Bldg. 700, Gate 5, Ocala, FL 34470, no later than **January 1, 2026**.
2. The bidder understands that a proposed delivery time longer than stated above may be grounds for rejection of the bid.
3. Delivery will be F.O.B. designated site, prepaid and allowed, as directed by the City of Ocala, and set forth herein. *The articles to be furnished hereunder shall be delivered. The supplier pays all transportation charges to the destination.*
4. City, County, and Florida Department of Transportation road-use permits, and any other permits or

licenses required for the work shall be obtained by the Contractor at their own expense. Special arrangements for traffic control, escorts, or other support services shall also be provided at the Contractor's expense.

5. Contractor is responsible for any and all damages including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by transportation operations. 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.
6. The City of Ocala will inspect the electrical equipment upon its arrival. If it is found to be defective or not in conformity with the requirements set out ***Exhibit B – Technical Specifications***, the City of Ocala reserves the right to reject such equipment. Acceptance of delivery from the carrier shall not constitute acceptance of the equipment.
7. Relays and panels must be delivered with all manufacturers' tags and labels intact. Contractor must handle and store the equipment to prevent damage to the units. Units shall be tagged with the applicable substation's name (Dearmin / Water Plant Substation) and panel number. Panels delivered in broken, damaged, or unlabeled condition will not be accepted.
8. Scheduling of all deliveries shall be coordinated with the City Project Manager.

#### PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Requirements:** Work shall conform to the applicable requirements of all Federal, State, and local agencies having jurisdiction and the applicable provisions of the latest edition of the following standards, except as modified herein.
  - a. American National Standards Institute/Institute of Electrical and Electronics Engineers (ANSI/IEEE):
    - i. C2 – National Electrical Safety Code (NESC)
    - ii. C37.20 – Switchgear Assemblies Including Metal-Enclosed Bus
  - b. National Fire Protection Association (NFPA)
    - i. 70 – National Electrical Code (NEC)
2. **Project Summary:** The Contractor will be required to perform the following services for the City of Ocala:
  - a. The workmanship, design, and materials shall be of the highest quality and most suitable for the application. The materials and equipment shall be new, of proven manufacture, and free of defects. The design shall provide maximum mechanical and electrical strength, incorporating ample safety factors.
  - b. The Relay Panel Layout and Assembly Drawings for the Dearmin and Water Plant substation panels outline the general layout of the relay panels, devices, and equipment within the scope of this project section, as well as the design and function of each associated circuit.
  - c. The Contractor shall endeavor to coordinate significant and minor design changes with the Project Manager to ensure accurate alignment and structural stability within the Control House Design.

3. **Deliverables:** The Contractor shall submit the following within sixty (60) days of Notice to Proceed (NTP) and before initiating fabrication. The number of copies shall be as specified in **Exhibit B – Technical Specifications**. Shop drawings shall also be submitted within the time stated in Exhibit B and shall include:
- a. **Process & Fabrication Submittals:**
    - i. The contractor shall submit their preparation and finished process to the Project Manager for review.
    - ii. Catalog cuts of any miscellaneous devices, switches, etc., NOT included in the materials listed in **Exhibit B – Technical Specifications**.
  - b. **Shop Drawings** - The following drawings shall be included with these specifications for each relay panel:
    - i. Current Relay Panel Layout and Assembly Drawings.
    - ii. Current Relay Panel Wiring Diagrams, DC schematics, One Line Drawings, and All Other Associated Existing Drawings.
  - c. **Shop Drawing Submittals** - The Contractor shall submit new engineered shop drawings for the control and relay panels to the City of Ocala's Project Manager, Robert Whitehead (rwhitehead@ocalafl.gov), Matt O'Cull (mocull@ocalafl.gov), Zach Sieg (zsieg@ocalafl.gov), or Chance Strickland (cstrickland@ocalafl.gov) for final approval before panel fabrication, including but not limited to the following:
    - i. Fabrication drawings, including front, side, and rear views, dimensions, and deviations from the design drawings.
    - ii. Catalog cuts of any miscellaneous devices, switches, etc., not included on the materials listed in Exhibit C – Relay Parts List.
    - iii. New relay panel wiring diagrams and all associated DC elementaries.
    - iv. New one lines and AC diagrams.
    - v. New CT and PT elementaries.
    - vi. New Add/Demo engineered drawings for the replacement of the substation RTU with the utility supplied SEL 3530 and SEL 2440 equipment.
    - vii. No equipment shall be manufactured before final approval comments are returned to the Panel Fabricator.
  - d. **Manufacturer's Literature:**
    - i. The Panel Fabricator shall submit the manufacturer's literature for control and relay panel components, devices, switches, etc., to the Ocala Project Engineer for review.
    - ii. Upon project completion, two (2) complete copies of the manufacturer's literature for control and relay panel components, devices, switches, etc., shall be delivered to the Ocala Project Manager for record purposes.
  - e. **Instruction Books:**
    - i. The instruction book or the operation and maintenance manual shall provide protective relay instruction books (with spare parts leaflets) and a complete

description, including the original manufacturer's catalog or part numbers, for all components, including, without limitation, relays, switches, coils, fuses, breaker mechanism components, and all other parts that might have to be replaced in the device's regular operation.

- ii. Before the project's final acceptance, two (2) bound sets of instruction books covering all devices furnished under this specification section shall be submitted to the Ocala Project Manager for record purposes.

f. **As-Built Drawings:**

- i. Two complete copies of the "as-built" or "record" drawings, corrected according to shop drawings, review comments, approval modifications, or changes, shall be submitted to the Ocala Project Engineer for Final Installation Purposes. In addition, once the project is complete, a CD containing the drawing files compatible with AUTOCAD shall also be delivered to the Ocala Project Engineer.

4. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Contractor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The City may decline the request.

## CONTRACTOR EMPLOYEES AND EQUIPMENT

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/project.
2. The Contractor shall provide an assigned Project Manager, who will be the primary point of contact. 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. 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. 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. 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. Data collected by the Contractor 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.
6. 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.

**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. Contractor will provide a one-year material and labor warranty from the date of completion, against operational failure caused by defective design, material and workmanship which occurs during normal use.
2. The warranty period shall begin once the City accepts the total project and shall cover the replacement of equipment and/or repair, including labor, travel time, and miscellaneous expenses, at no cost to the City of Ocala for the entire warranty period.

3. All manufacturer warranty documentation and owner/operator manuals must be provided before final payment request.

## INVOICING

1. All original invoices will be sent to: Robert Whitehead, Project Manager, Ocala Electric Utility, 1805 NE 30th Ave, Bldg. 400 Ocala, FL 34470, email: [rwhitehead@ocalafl.gov](mailto:rwhitehead@ocalafl.gov)
2. Immediately upon receipt of the purchase order, the Contractor shall submit electronically for review a production schedule and a payment schedule indicating the pro rata amount of the lump sum bid that will be invoiced for each item of equipment to be furnished. Payment will be made upon completion of delivery as stated herein and submission of invoices in duplicate as set forth herein.
3. The invoice (s) shall show the price agreed upon for the equipment. Invoice(s) must show Purchase Order number(s).
4. Contractor will invoice at least once a month.

## PRICING AND AWARD

1. Bidder must upload a completed **Exhibit C - Price Proposal** with their response.
2. Bidder must bid on all line items, with the exception of optional items.
3. Any exceptions shall be noted and presented to the Project Managers Robert Whitehead ([rwhitehead@ocalafl.gov](mailto:rwhitehead@ocalafl.gov)), Matt O'Cull ([mocull@ocalafl.gov](mailto:mocull@ocalafl.gov)), Zach Sieg ([zsieg@ocalafl.gov](mailto:zsieg@ocalafl.gov)) Chance Strickland ([cstrickland@ocalafl.gov](mailto:cstrickland@ocalafl.gov)) for approval before the award of the bid.
4. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
5. Bids will be received on a unit price basis. The City will pay the Contractor only for the actual units that the Contractor provides, installs, or constructs.
6. Award will be made to the lowest bidder meeting all requirements outlined herein.