

BACKGROUND

1. The City of Ocala seeks an experienced Contractor to perform exterior concrete stucco installation and repair services at Ocala City Hall, located at 110 SE Watula Avenue, Ocala, Florida.
2. **MANDATORY PRE-BID MEETING: A mandatory pre-bid meeting is required for all prospective bidders. Only those Contractors attending the pre-bid meeting shall be allowed to submit bids.**

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** The bidder must hold a valid Florida Certified Contractor License to be eligible to submit a bid for this project. The license must clearly indicate contractor designation or a relevant Florida contractor license appropriate for the scope of work.
2. **Experience Requirement:** The bidder must demonstrate a minimum of five (5) years of professional experience in stucco installation and repair work relevant to the scope of this project.

INSURANCE REQUIREMENTS

NOTE: STANDARD INSURANCE REQUIREMENTS include General & Auto Liability and Workers' Comp.

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 14 business days.
2. **Lead Time:** The maximum acceptable lead time on materials is two (2) weeks.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** Contractor shall furnish all labor, supervision, materials, tools, equipment, transportation, and incidentals necessary to complete the stucco improvements at City Hall in accordance with the requirements of this Scope of Work, applicable building codes, industry standards, and manufacturer recommendations. Additional project specifications will be provided during the mandatory pre-bid site meeting.
2. The work shall include, but is not limited to:
 - Preparation of designated exterior surfaces for stucco application.
 - Repair and sealing of cracks, gaps, voids, and deteriorated joints as required.
 - Application of a concrete stucco sand finish to designated structures and surfaces.
 - Protection of adjacent buildings, surfaces, landscaping, and other site improvements.
 - Furnishing and installation of reinforced precast concrete caps on designated stucco knee walls.

A. Surface Preparation

Prior to the application of stucco, the Contractor shall thoroughly prepare all designated surfaces. Surface preparation shall include, but not be limited to:

- Removing loose, damaged, or deteriorated materials.
- Cleaning surfaces of dirt, dust, efflorescence, grease, oils, and other contaminants that may interfere with proper adhesion.

- Inspecting all adjacent concrete and masonry surfaces for cracks, gaps, voids, deteriorated joints, and other conditions that may affect the integrity or performance of the stucco system.
- Repairing or sealing identified cracks, gaps, and voids using an appropriate exterior-grade sealant compatible with the existing substrate and proposed stucco system.
- Ensuring all surfaces are sound, clean, dry, and properly prepared prior to stucco application.

The Contractor shall notify the City of any significant substrate deterioration or concealed conditions discovered during preparation that may require additional repair before proceeding.

B. Stucco Installation

The Contractor shall supply and apply a concrete stucco system to approximately 1,100 square feet of brick masonry surfaces, following industry standards, applicable codes, and the manufacturer's installation requirements.

The stucco installation shall include:

- Application of stucco suitable for application over existing brick/masonry substrates.
- Proper preparation and treatment of the substrate to promote adequate adhesion.
- Installation of all required components, accessories, reinforcement, bonding agents, and corrosion-resistant fasteners as recommended by the manufacturer.
- Proper treatment of corners, edges, penetrations, transitions, control joints, and terminations.
- Maintaining appropriate thickness and application methods in accordance with the manufacturer's requirements.
- Providing a consistent concrete sand-finish texture throughout all designated areas.
- Matching the existing architectural appearance where applicable and as directed by the City.
- Properly sealing transitions and penetrations to prevent water intrusion.
- Protecting adjacent walls, windows, doors, sidewalks, landscaping, pavement, vehicles, and other property from damage or overspray during construction.

The completed stucco shall be uniform in appearance, securely bonded to the substrate, free of excessive cracking, voids, delamination, visible defects, or inconsistent texture, and suitable for exterior exposure.

C. Concrete Cap Installation

The Contractor shall furnish and install reinforced precast concrete caps on all designated stucco knee walls.

Concrete cap installation shall include:

- Providing appropriately sized reinforced precast concrete caps suitable for the existing knee wall conditions.
- Properly preparing the top of the knee wall prior to installation.
- Installing caps with adequate slope to direct water away from the wall and prevent water from accumulating on or penetrating the stucco assembly.
- Providing properly aligned and securely installed caps with consistent joints and appearance.
- Sealing all joints, transitions, and intersections between the concrete caps and stucco using an appropriate exterior-grade sealant.
- Repairing or correcting any damage to the stucco or adjacent surfaces resulting from the cap installation.

3. **Deliverables:** The Contractor must fully complete all stucco installation and repair work included in the project scope. The project must be finished 100% and approved by the City of Ocala Project Manager before payment is issued.
4. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 7:00 PM Monday through Saturday, excluding holidays. Contractor shall provide 48-hour advance notice to the 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 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.
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 permits, 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. 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 altercation. 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, PowerPoint, Access, or any other software as specified and approved by City staff.

SUB-CONTRACTORS

1. Contractor 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 Contractor shall keep the site free at all times from accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include, but not be limited to:
 - A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonably neat condition.
 - B. The work site will be completely cleaned after each day of work.
 - C. Contractor shall dispose of debris in a legal manner.
2. **Final Cleaning:** Upon completion of work, clean the 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. 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: Facilities Management Department, 1805 NE 30th Avenue, Building 200, Ocala, FL 34470, email: Facilities@ocalafl.gov.
2. Contractor will invoice at least once a month.

PRICING AND AWARD

1. All bids shall be submitted on a lump-sum price basis.
2. Award will be made to the bidder meeting all requirements outlined herein.