

BACKGROUND

1. The City of Ocala requires the services of an experienced vendor to provide underbrushing and removal services supporting the Recreation & Parks department for various City parks. The Vendor will provide all materials, equipment, and labor necessary to complete the project. **This is a lump sum project.**
2. **MANDATORY PRE-BID MEETING/SITE VISIT:** A mandatory pre-bid meeting and site visit will be held on **Monday, June 8, 2026**, at **9:00 a.m.** located at the Heritage Nature Conservancy Park 2005 NE 3rd Street, Ocala, FL 34470 and immediately afterwards a final site visit will be held at Scott Springs Park 2825 SW 24th Avenue Ocala, FL 34471.

PLEASE NOTE THAT SITE VISITS FOR ALL THREE LOCATIONS ARE MANDATORY. FAILURE TO ATTEND ALL THREE WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.

EXPERIENCE REQUIREMENTS

1. **Experience Requirement:** Vendor must possess three (3) years' experience in providing underbrush removal and clearing services.

PROJECT SUMMARY, DELIVERABLES AND WORKING HOURS

Project Summary: Under brushing (or under bush clearing) is the strategic removal of small trees, bushes, shrubs, vines, and weed that grow beneath the main canopy of mature trees. The Vendor will be required to perform the following services for the City of Ocala:

- Removal of all underbrush less than four (4) inches in diameter at the following parks:
 1. Heritage Nature Conservancy Park- 2005 NE 3rd St
 2. Scott Springs Park- 2825 SW 24th Ave.
 - **Heritage Nature Conservancy Park:** The project area is approximately 4 acres, with a required 10-foot buffer maintained along all property lines. The park will be closed while work is going on.
 - **Scott Springs Park:** The project area is approximately 5.5 acres. Work will occur to the left of the driveway, extending to the eastern property line and north of the property. The park will be closed while work is going on.
 - **Attached maps identify the specific work areas for each park.**
 - **All work shall be completed within 30 days of the Notice to Proceed.**
1. **Deliverables:** The Vendor 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.
 2. **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.

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

1. **Term:** The Vendor will have thirty (30) days to complete this project after the Notice to Proceed is issued.

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendors 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.

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.
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. Vendor 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 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.
4. 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.

SUB-CONTRACTORS

1. Vendors 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 Vendor 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. Vendors 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.

INVOICING

1. All original invoices will be sent to: Jeff Kerley, Project Manager, Recreation & Parks Department, 1307 NW Fourth Avenue, Ocala, FL 34475, email: jkerley@ocalafl.gov.
2. Vendor will invoice at least once a month.

PRICING AND AWARD

1. Bids will be received on a lump sum basis. Vendors will provide a lump sum cost for each location. Please use the attached Exhibit B- Price Proposal to submit. The lump sum amount must include all direct and indirect costs to complete the project.
2. Award will be made to the lowest vendor meeting all requirements outlined herein.
3. **Responsiveness and Responsibility:** In order to be deemed responsible, Vendors must meet all requirements outlined in this Scope of Work. In order to be deemed responsive, Vendors must upload a complete Exhibit B- Price Proposal document in Excel Format. Price Proposals submitted in any other

format (i.e. .pdf, .docx, or handwritten) are not acceptable and will result in bid rejection. Vendors experiencing difficulty accessing or otherwise utilizing Exhibit B-Price Proposal must contact the Buyer identified in the ProRFx listing for this Solicitation prior to the bid submission deadline for assistance.

4. The City's budgeted amount for this project is not to exceed Twenty Thousand Dollars (\$20,000). Bids exceeding this amount may be deemed non-responsive and may not be considered for the award.