

BACKGROUND

1. The City of Ocala requires the services of an experienced Concrete Contractor to complete projects assigned to the Annual Sidewalk Maintenance and Repair Program. Contractor is responsible for providing all materials, labor, and equipment (in good working condition) to complete all aspects of construction.

EXPERIENCE AND CERTIFICATION REQUIREMENTS

Experience: Bidders must have been in business a minimum of 5 years performing sidewalk/concrete installation and repair services and in good standing relationship with the City of Ocala. Bidders must provide at least three job related projects to support the experience requirement.

Certification: Contractor must possess a current Maintenance of Traffic (MOT) /Temporary Traffic Control (TTC) Intermediate certification. One (1) person who is MOT/TTC certified must be on site at all times during construction.

CONTRACTOR REQUIREMENTS

1. The Contractor and all subcontractors will be required to conform to the labor standards and employment requirements set forth in the Bid Documents. All work shall be performed under the supervision of a qualified, competent foreman or supervisor.
2. Locate, protect, and relocate any and all underground utilities necessary to complete the work specified in the Contract, and verify all field conditions, measurements, and elevations.
3. If the work to be done has no line-item unit price in the Contract, a written proposal of the work must be agreed upon prior to the work being started.
4. If, in the opinion of the City's Engineer or their representative, the Contractor's equipment is not capable of satisfactorily performing the work provided for in these specifications, the Contractor shall substitute equipment subject to City approval.
5. Contractor will supply any and all materials, mobilization, surveying, labor, and equipment needed to complete the projects.
6. Contractor will provide on-site construction power and wiring, as needed. Contractor shall also provide on-site sanitary facilities as required by Governing Agencies. The Contractor will not be permitted to use the City sanitary facilities during construction. Posting of OSHA required notices and establishing of safety programs and procedures.
7. The Contractor is responsible for reviewing, acknowledging, and pricing accordingly in the bid

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. **Public Construction Bond:** Bond is required based on project size.
3. **Maintenance and Guarantee Bond:** The successful Bidder will also be required to furnish a Maintenance and Guarantee Bond for 10% of the individual project value, prior to final payment, for a period of three (3) years for labor and three (3) 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.

PERMIT REQUIREMENTS

1. **Permits Required:** The Contractor will be responsible for obtaining the following City of Ocala permits at no additional cost to the City:
 - Right-of-Way (ROW) Utilization
2. **Estimated Permit Cost:** The ROW permit cost will be waived upon submission.
3. **If Road/Lane Closure is Needed:** Contractor must submit a City of Ocala ROW permit and MOT/TTC Plan a minimum of two (2) weeks prior to the projected time the project will start.
4. **Permit Application:** The ROW Utilization Permit Application is available under "Documents" at:
<https://www.ocalafl.org/government/city-departments-a-h/city-engineer-s-office>

CONTRACT TERM AND CONSTRUCTION TIME

1. The resulting contract will be for initial term of two (2) years and may be renewed for two (2) consecutive one (1) years terms.

Any pricing increase for Contract renewal will be subject to negotiation, as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually. A renewal is contingent upon the availability of funds, satisfactory performance of the Contractor and other factors as determined by the City of Ocala.

- A. Contractor agrees, as a condition for submitting a bid, that all projects will be completed in the time agreed upon between the City and the Contractor. The Contractor agrees to commence work on the date specified in a written "Notice to Proceed" by the City for each project assigned. Such "Notice to Proceed" will be issued at the pre-construction conference, after the Contractor and Project manager have agreed upon the schedule. At no time will the Contractor be allowed to lag behind. A new "Notice to Proceed" for additional projects will not be issued if the Contractor has failed to properly complete and close out previous projects issued under this Contract. The Contractor must be able to mobilize and begin construction no later seven (7) days of NTP date. At no time will the Contractor be allowed to lag behind.
 - B. Contractor must sign NTP and begin construction within 30 days of award of solicitation.
 - C. There shall be no compensation for down time incurred due to equipment failure or personnel problems. Unnecessary delays or work stoppage because of equipment or personnel problems shall not be accepted nor considered a valid reason for extending the length of the Contract.
 - D. The Contractor shall complete the projects within the time limit specified in the "Notice to Proceed." The Contractor is responsible for accurately tracking Contract time and construction progress.
 - E. Contractor performance and execution will be considered in the determination for granting additional days.
2. **Weather Days:** The Contractor 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.
 - A. Weather days shall be reconciled with each monthly pay application for the time period which the application is submitted and shall be final.
 - B. Contractor performance and execution of work will be considered in the determination for granting additional days.

ANTICIPATED TASKS, DELIVERABLES AND HOURS

Anticipated Tasks: Contractor shall complete projects assigned to the Annual Sidewalk Maintenance and Repair Program.

Projects within the program consist of:

- Concrete sidewalks
- Concrete driveways
- Concrete removal
- Curb
- Curb ramps
- Conduit
- Handrail

- Traffic separator
- Concrete curb & gutter removal/replacement
- Mitered ends
- Decorative concrete
- End walls
- Sod

1. Rehabilitation of existing infrastructure will be on an "as requested" basis by the City. Work may also include restoration and sod installation of disturbed areas. Proper maintenance of traffic is required at all times.
2. **Plan Set:** Construction plans shall be distributed to the Contractor for review as projects are defined and prioritized for construction. Upon receipt and review of plans, Contractor shall provide a detailed quote for review by the City Project Manager.
3. The Contractor is responsible for providing all materials, labor, and equipment to complete each assigned project.
4. **Deliverables:** The Contractor shall provide monthly reports of all Task Work Orders in progress. Deliverables shall be accepted by the City of Ocala Project Manager before payment for such work.
5. **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 (forty-eight) 48-hour advance notice to the City Project Manager for work outside normal shift hours. The city may decline the request.
6. **Emergency Work Hours:** The Contractor must have available staff on site and prepared to begin work within two (2) hours notice of any work deemed "Emergency" (this includes all storm-related emergencies). If the work is not completed or staff are not on site by the Contract timelines, the Contract will be considered in default.
 - A. Upon declaration of default, the City will have full power to appropriate or use any or all suitable and acceptable materials and equipment on the site and may enter an agreement with others to complete the work under the Contract or may use other methods to complete the work in an acceptable manner. The City will charge all costs that the City incurs because of the Contractor's default, including the costs of completing the work under the Contract, against the Contractor.
 - B. If, after default notice by the City, and prior to any action by the City to otherwise complete the work under the Contract, the Contractor establishes their intent to prosecute the work in accordance with the City's requirements, then the City may allow the Contractor to resume the work, in which case the City will deduct from any monies due or that may become due under the Contract, any costs to the City incurred by the delay, or from any reason attributable to the delay.

This project will require the Contractor to follow the following plans and specifications, and any other governing specifications that projects shall be constructed in accordance with:

1. Standard Specifications for Sitework are attached as **Exhibit C**.
2. City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water, and Sewer Infrastructure available at: <https://www.ocalafl.gov/home/showpublisheddocument/26969>
3. Florida Department of Transportation Standard Specifications (FDOT) for Road and Bridge Construction, latest edition available at:
<http://www.fdot.gov/programmanagement/Implemented/SpecBooks/>
4. Manual on Uniform Traffic Control Devices (MUTCD), available at:
<https://www.fdot.gov/traffic/trafficservices/mutcd.shtm>
5. **Job Site Documents:** The contractor must have the above listed documents in addition to up-to-date copies of shop drawings, plans and bid document at job sites at all times.

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. 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.
3. The Contractor shall provide an assigned project manager, who will be the primary point of contact. Contractor must provide a valid telephone number, email and address for the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
4. All workers within the right-of-way shall wear ANSI/ISEA Class 2 & Class 3 apparel (safety vest or equivalent).
5. 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) requirements as indicated for all work conducted and be as clean and in as good appearance as the job conditions permit.
6. Contractor will operate as an independent Contractor and not as an agent, representative, partner, or employee of the City of Ocala, and shall control his operations at the work site and be solely responsible for the acts or omissions of his employees.
7. Prime Contractor and subcontractor vehicles shall have their company name located on the side, and all personnel shall be required to wear a company shirt.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish the following services/data 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 markup fee for material furnished by the City.

PROJECT REQUIREMENTS AND EXECUTION OF WORK

1. All concrete work shall be performed in compliance with ADA requirements and the latest edition of FDOT specifications. Concrete shall be a minimum of 3,000 psi.
2. Contractor must maintain up-to-date copies of shop drawings, plans and bid document at job sites at all times.
3. Contractor must submit a detailed proposal for each project given to them for review by the City Project Manager.
4. **Material and Construction Equipment:** All material and construction equipment must meet FDOT Standard Specifications for Road and Bridge, latest edition.
5. **Backfilling and Compaction Procedures:** Backfilling and compaction shall be performed in accordance with the FDOT Standard Specifications for Road and Bridge Construction (latest edition) and the City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure or as otherwise directed in writing by the City of Ocala.
6. **Open Cuts:** All open cuts in the pavement (asphalt and concrete) shall be saw cut and made square.
7. **Damages:** 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.
8. **Compliance:** The Contractor shall complete all work performed under this Contract in accordance with the policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
9. Contractor is required to take a cellphone picture before work commences using an app similar to Solocator and text it to the City's project manager. Failure to do this may result in reduced payment. The City will pay the Contractor only for the actual services performed.

SURVEY LAYOUT

1. The City Engineer/Project Manager may, as required, establish a number of benchmarks on the project which, in their opinion, will enable the Contractor to perform the work.

2. If the Contractor shall remove or destroy any stake, marker, or benchmark on the work without first having secured the approval of the City Engineer, such stake or benchmark shall be re-established by and at the Contractor's expense.
3. It shall be the responsibility of the Contractor to preserve all adjacent property corner markers that might be affected by their operation and replace the same if undermined. Corner locations known by the City will be available to the Contractor.
4. All survey work must be in accordance with Chapters 177 and 472 of Florida Statutes and Chapter 61G17 of the Florida Administrative Code.

TESTING REQUIREMENTS

1. Contractor shall be responsible for arranging, obtaining, and paying for all inspections and tests required. Such inspections and tests shall be performed by independent inspectors, testing laboratories, or other qualified individuals or entities acceptable to City Engineer.
2. Results of all required testing and inspections shall be submitted to the project inspector to achieve Final Completion Certification. For other requirements for Tests and Inspection refer to Article 14 in the City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure.

EROSION SEDIMENT AND FLOOD CONTROL

1. Provide, maintain, and operate temporary facilities to control erosion and sediment, and to protect work and existing facilities from flooding during construction.
2. Maintain drainage ways and construct temporary drainage facilities to allow runoff to flow properly.

SUB-CONTRACTORS

1. Bidder 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.

LIQUIDATED DAMAGES

1. For individual projects, the Contractor shall pay the City using the schedule below for each calendar day that expires after the time specified for Substantial Completion until the Work is substantially 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.

Original Contract Amount	Daily Charge Per Calendar Day
\$299,999 and under.....	\$904
\$300,000 but less than \$2,000,000.....	\$1,685
\$2,000,000 but less than \$5,000,000.....	\$2,667
\$5,000,000 but less than \$10,000,000.....	\$3,813
\$10,000,000 but less than \$20,000,000.....	\$5,021
\$20,000,000 but less than \$40,000,000.....	\$7,442
\$40,000,000 and over.....	\$10,224 plus 0.00005 of any amount over \$40 million (Round to nearest whole dollar)

2. The liquidated damages set forth herein shall not be accumulative. If Substantial Completion of the Work is not met within the time specified for final completion of all Work, the liquidated damages shall continue to be at the rate or rates specified for default on Substantial Completion until Substantial Completion is attained. If the Work is not then finally completed, the rate or rates specified for default on final completion shall apply until final completion is attained. The City shall have the right to deduct the liquidated damages from any money in its hands, otherwise due, or to become due, to the Contractor, or to initiate applicable dispute resolution procedures and to recover liquidated damages for non-performance of this contract within the time stipulated.
3. 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.

CONSTRUCTION WORK AREAS

1. The City of Ocala is not responsible for providing property or lay down yards to the Contractor for their materials or equipment. If private property is used, the City requires a copy of the agreement between the property owner and the Contractor. **Utilizing private property without written permission is prohibited.**
2. Components of the project, including temporary work and storage areas, will be located on-site per project. Staging areas will be sited inside the right-of-way or within City property. Material will be transported to the proper station for construction, assembly, response to possible public concern.
3. Provide on-site sanitary facilities as required by Governing agencies. Facilities must be maintained regularly.
4. Any work areas in roadways must at least be filled temporarily with asphalt before the roadway can be opened to traffic every morning.

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 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. Sweep all roadways affected by the construction and where adjacent to work daily.
3. **Water Use:** The use of water to prevent the blowing of dust and debris during cutting operations and or cleaning operations is **mandatory**.
4. **Individual Project Cleaning:** At completion of each individual project, Contractor shall remove from the site all tools, equipment, surplus materials, debris, temporary facilities, scaffolding, and equipment. The areas of work shall be swept thoroughly and all marks, stains, rust, dirt, paint drippings, and the like shall be removed from all new and existing work, to the satisfaction of the Owner.
5. **Final Cleaning:** Upon completion of work, clean entire work and project site as applicable.
 - A. Leave the work and adjacent areas affected in a cleaned condition satisfactory to the City Project Manager/City Engineer.
 - B. Remove any foreign materials from exposed surfaces.
 - C. Broom clean exterior paved driveways and parking areas.
 - D. Hose clean sidewalks and concrete exposed surfaces.

SUBMITTALS

1. Provide submittals as required by City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure.
2. Submit copies of permits and approvals for construction as required by laws and regulations of governing agencies.
3. Submit temporary construction parking area plans, storage yard, storage trailer location, staging area plan, and plan for disposal of waste materials.

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, sub-contractors, 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.

SUBSTANTIAL COMPLETION PROCESS

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 make an inspection 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 therefore.
 - 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 (punch list) to be completed or corrected before final payment.

FINAL COMPLETION PROCESS

1. When the Contractor considers the work complete, the Contractor shall submit 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 make an inspection 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 make closeout submittals.
5. **Final Application for Payment:** The Contractor shall submit the final application for payment in accordance with the procedures and requirements stated in the scope of work and general conditions.

CONTRACTOR CLOSEOUT DOCUMENTS

1. Evidence of compliance with requirements of governing authorities.
2. Consent of Surety to final payment.
3. Approved project record documents include electronic (CADD) and hard copy signed and sealed "As Built" by professional surveyor.
4. Completion of all submittals as required by Contract documents.
5. Warranties and operational manuals (2 copies).

INVOICING

1. All original invoices will be sent to: Samuel Grant, Project Manager, Engineering & Water Resources Department Administration, 1805 NE 30th Avenue, Building 700, Ocala, FL 34470, sgrant@ocalafl.org.
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. Contractor will invoice at least once a month.
4. Contractor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.
5. Payments will be made monthly based on percentage of completion that is agreed upon by the Contractor and City Inspector prior to submission of pay application. Incorrect pay applications will be returned to the Contractor for correction.

PRICING AND AWARD

1. Bids will be received on a unit price basis.
2. Bidder must bid on all line items.
3. Award will be based on three random sample projects. Bidders' unit cost prices will be added to these three sample projects line items. **Award will be made to the lowest bidder of the sample projects and meeting all requirements outlined herein. All bidders will receive an e-mail with the list of sample projects that will be utilized to calculate the bid amounts directly after the bid closing date and time listed on the specified bid documents.**
4. Bidder must upload a completed Exhibit B - Price Proposal, in Excel format, with their response.
5. Bidder will honor prices for ninety (90) days after the award of the solicitation.

6. 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.