

BACKGROUND

1. The City of Ocala requires the services of an experienced vendor to provide **annual** inspection, cleaning and testing of electrical rubber protective equipment (line guards, hot sticks, blankets, line hoses, etc.).
2. Vendor shall provide pick-up and delivery of Ocala Electric Utility insulated rubber gloves which will be inspected and tested at Vendor's laboratory every **eight (8) weeks**.
3. Vendor shall provide all labor, materials, transportation, and management to perform these services supporting the Ocala Electric Utility department.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Certification Requirement:** Vendor must provide copy of certification from an accredited test lab certified NAILforPET (National Association of Independent Laboratories for Protective Equipment), https://nail4pet.org/?page_id=36) or similar certification required is required.
2. **Experience Requirement:** Prior to contract award, any Vendor may be required to show that the company has the necessary staffing, equipment, ability, and financial resources to perform the work specified in a satisfactory manner and within the time specified.

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/DELIVERY TIMELINE

1. **Term:** The resulting contract will be for an initial term of three years.
2. **Renewals:** Two (2) optional, one-year renewal terms.
3. **Escalation:** Any price 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 unless there are mitigating market conditions. Prices increases shall be based on the CPI-U and Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Deliverables:** Vendor shall provide monthly reports of all work completed or in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
2. **Working Hours:** All work related to testing will be conducted between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday. Work conducted outside of normal work hours must be approved by the City Project Manager. There will be no work performed on City -observed holidays.
3. **Scheduling:** Scheduling of work shall be coordinated with Ocala Electric Utility, 1805 NE 30 Avenue, Building 400, Ocala, FL 34470, telephone (352) 351-6600.

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. 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, Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and Vendor must each be promptly notified by the other of any complaints received.
4. Vendor's employees 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.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish, the following services/data to 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 Vendor's responsibilities.
 - C. Provide office facilities for Vendor, if needed.
2. The City reserves the right to purchase any materials for Vendor to use. Vendor shall not charge a mark-up fee for material furnished by the City.

VENDOR RESPONSIBILITIES

1. 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. Vendor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Vendor shall have the ability to perform and carry out in a professional manner the services necessary to perform the required services.
4. Vendor shall be responsible for performing the work necessary to meet the City standards in a safe, neat, and high-quality workman-like manner using only accepted methods in carrying out the work and complying with all OSHA, Federal, state and local laws. All work shall conform to all existing governing authorities.
5. Vendor shall utilize competent employees to perform the required services. At the request of the City, Vendor shall replace any incompetent, unfaithful, abusive, or disorderly person in his or her employ.

6. Vendor shall be responsible for the strict observance of Vendor's employees, of the laws of the United States, and the State of Florida, and all local ordinances and regulations.
7. Vendor's employees must wear shirts or badges which identify the company at all times, including a City visitor's pass while working on City property. Vendor employees will be required to sign in at the front entrance of the City Complex. All vehicles belonging to Vendor must bear the company's name prominently of the side.
8. No smoking is allowed on City property or projects.
9. If Vendor is advised to leave a property by the property owner or their representative, 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.
10. Data collected by 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.
11. 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.

TESTING

1. Testing must be performed by a qualified testing laboratory and adhere strictly to OSHA regulations and ASTM specifications. Inspection, cleaning, and testing of rubber insulating equipment and gloves will include at a minimum:
 - a) Check in and quantity verification.
 - b) Removal of any previous test markings.
 - c) Visual inspection inside and out, both surfaces for blankets.
 - d) Washing with cleaning agents that will not degrade the insulating properties.
 - e) Dielectric withstand electrical testing at the rated proof test voltage based on the rubber's class.
 - f) Mark each item "**RETURN FOR TEST**" with next required test date in Month/Year format.
 - g) Glove testing will occur off-site every eight (8) weeks.
 - h) Marking and packing of protective rubber insulating equipment in appropriate containers for storage (packaging to avoid stress on rubber).
 - i) Prepare gloves for return shipment, with markings, including failed products (failures noted).

2. Test Failure.

- a) All rubber insulating gloves that fail inspection, or dielectric testing shall be clearly identified, tagged, and segregated from serviceable equipment. Vendor shall notify the City of all failed items within forty-eight (48) hours of testing, including detailed documentation of the failure and reason for rejection.
- b) Failed gloves shall not be returned to service under any circumstances. At the City's direction, failed gloves shall either be properly disposed of by Vendor or retained for further evaluation.

- c) Vendor shall provide new gloves meeting applicable ASTM International and Occupational Safety and Health Administration requirements, of the same class and type, within an agreed-upon timeframe to maintain operational readiness. All replacement gloves shall be clearly documented and included in the monthly reporting.
3. Onsite, **annual** testing shall be performed at City of Ocala Electric Utility, located at 1805 NE 30 Avenue, Building 400, Ocala, FL 34470.
4. Offsite testing: Vendor will provide pick-up and delivery of insulated rubber gloves for inspection and testing every **eight (8) weeks** at Vendor's testing laboratory. Vendor will provide the City with shipping containers and pre-paid return address labels for the off-site testing at Vendor's facility.

SAFETY

1. 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 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 Vendor's responsibility.

INVOICING

1. All original invoices will be sent to: Ocala Electric Utility, 1805 NE 30th Avenue, Building 400, Ocala, FL 34470 elecadmingrp@ocalafl.gov

PRICING AND AWARD

1. Vendor must upload a completed Exhibit B - Price Proposal with their response. Vendor will enter the total 3-year bid amount as shown on the Price Proposal in ProRFx.
2. The quantities in Exhibit B - Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
3. Bids will be received on a unit price basis. The City will pay Vendor only for the actual units that Vendor provides, installs, or constructs.
4. Award will be made to the lowest, most responsive and responsible bidder meeting all the requirements outlined herein.
5. Vendors are encouraged to propose optional cost-saving programs and value-added services specific to rubber insulating equipment, including but not limited to; glove rotation programs, inventory management systems, asset tracking, testing optimization schedules, or extended service life initiatives. All such programs must be clearly described in detail, including the operational approach, anticipated benefits, and any impact on testing frequency or equipment lifecycle. ***Optional cost-saving programs submitted as separate line items will not affect the determination of the lowest bidder.***
6. Awarded Vendors shall comply with all applicable provisions of Section 787.06, Florida Statutes. Specifically, all non-governmental Vendors shall provide the City of Ocala with an affidavit signed by

an officer or a representative under penalty of perjury attesting that the non-governmental entity does not use coercion for labor or services as defined in Section 786.06(2).

7. DUE TO THE CITY. 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.