

BACKGROUND

The City of Ocala seeks a qualified vendor to provide all labor, equipment, and supervision necessary to perform professional palm inoculation services and Cambistat treatments for selected trees, reinforcing the Recreation & Parks Department's efforts to protect tree health, extend canopy lifespan, and preserve the quality and appearance of public spaces for residents and visitors. The City of Ocala manages a diverse urban forest across parks, public landscapes, Downtown, the North Magnolia corridor, and the Ocala Golf Club, including high-value palms vulnerable to Lethal Bronzing Disease, a rapidly spreading and fatal infection best managed through early detection and proactive antibiotic inoculation. In addition, the City maintains a wide range of mature shade trees that require ongoing care to ensure safety, stability, and long-term vitality, with growth-regulation treatments like Cambistat helping reduce canopy stress and improve resilience in high-traffic urban environments.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be a licensed as a **Certified Arborist** in the **State of Florida** to submit a bid for this project. Bidder must provide documentation of certification.
2. **Experience Requirement:** Bidder must possess two (2) years' experience in providing inoculation and cambistat treatments on trees.

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 (3) years.
2. **Renewals:** One (1) optional, two-year renewal term.
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.

DELIVERY

1. Supplies will be delivered or shipped to Recreation and Parks-Parks Operation, 1307 NW 4th Avenue, Ocala, FL 34475.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** The Vendor will be required to perform the following services for the City of Ocala:
 - Inoculation of 143 palm trees throughout the downtown area, N. Magnolia and Tuscawilla Park with a single dose of OTC-HCI, four (4) times per year. Vendor shall prepare bid pricing based on a per tree injection price.
 - **Injection Procedure:** Vendor shall drill 5/16" hole approximately 3-1/2" deep into the palm,

inserting one casing into the hole, inserting syringe into OTC-HCI solution, then injecting material into casing for a single dose treatment. Casing is to be used for three injections series. After the third injection, a new casing is to be inserted, and the previous casing is to be hammered flush with the trunk, allowing the palm to heal.

- Take samples and have testing completed as requested. Collection method shall be done according to UF IFAS Extension recommendations, see Exhibit D – Palm Sawdust Sample Collection
 - Inoculations are to be performed every three months to be scheduled with Recreation and Parks contact
 - Palm trees are to be treated with the antibiotic, Oxytetracycline HCl (OTC) or other equivalent treatment approved for Lethal Bronzing (see attachment for instructions)
 - New drill sites and casings need to be used after three (3) treatments.
 - All safety precautions are to be taken for the trees as well as the public while completing the inoculation
 - Application of Cambistat treatments according to the manufacturer's instructions. Use all products according to the label. **See Exhibit E – Cambistat Label**
 - Cambistat treatment for 12,000 inches Diameter at Breast Height (DBH) based on the tree survey.
 - Cambistat treatments will be in various parks and the Ocala golf course.
 - All chemical treatment will be done according to label instructions.
2. **Deliverables:** The Vendor shall notify the Recreation and Parks contact each time when the treatments are to start and when completed. provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
3. **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.

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, 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. 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.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish, the following services/data to the 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 the Vendor's responsibilities.
 - C. Provide office facilities for the Vendor, if needed.
 - D. Location of trees to be treated.
2. The City reserves the right to purchase any materials for the Vendor to use. The 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. Installation shall be in compliance with all requirements and instructions of applicable manufacturers.
4. 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.
5. If 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.
6. Data collected by the 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.
7. 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.

SUB-CONTRACTORS

1. Vendor must perform a minimum of 90% 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. Vendor 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. 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: Jeffrey Kerley, Project Manager, Recreation & Parks Department, 1307 NW 4th Avenue, Ocala, FL 34475, email: Jkerley@Ocalafl.gov.
2. Vendor will invoice after each treatment.
3. Vendor will be given a cover sheet for their invoice. This cover sheet must be filled out correctly and submitted with each invoice.
4. City reserves the right to add or remove trees at any time during the contract period, with any additional trees billed at the established contract rates.

PRICING AND AWARD

1. Bidder must upload a completed Exhibit B - Price Proposal with their response.

2. Bidder must bid on all line items.
3. Bids will be received on a unit price basis. City will pay Vendor only for the actual units that the Vendor provides, installs, or constructs.
4. Award will be made to the lowest, most responsive, responsible bidder meeting all requirements outlined herein. 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).
5. 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.
6. Vendor must be registered through the E-Verify system, confirming the eligibility of their employees to work in the United States.