

PROJECT DETAILS

1. The City of Ocala requires the services of a professional sand consultant to oversee the following:
 - Assist with planning, marketing, advertising/promoting including social media, and implementing Ocala's live sand sculpting event
 - Provide marketing assets for the event that the City can utilize in advertising
 - Assist with sand consulting for City sand acquisition
 - Provide schematics of sand boxes/containers for sculptures for City to build
 - Provide, coordinate, oversee, and manage 6 sand sculptor competitors for the event including travel
 - Provide on-site sand preparation and consultation the week leading up to the event
 - Manage and coordinate sculptors the week leading up to and competition day of event
 - Create one Welcome sand sculpture with City and sponsor logos
 - Oversee competition and awards day of event including coordination and training of judges
 - Provide sand competition rubric for scoring
 - Any other sand event and sculptor needs as they arise

EXPERIENCE REQUIREMENTS

1. Vendor must possess a minimum of 1-3 years' experience in providing sand consulting or sand sculpture services.

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.

INVOICING

1. All original invoices will be sent to: Emily Parkman, Project Manager, Cultural Arts, 201 SE 3rd St, 2nd Floor, Ocala, FL, email: eparkman@ocalafl.gov
2. Contractor will invoice at least once a month or throughout the project as required. Payment will be contingent on project status.

PRICING AND AWARD

1. Bids will be received on a lump sum basis. Lump sum amount must include all direct and indirect costs to complete the project.
2. Award will be made to the lowest bidder meeting all requirements outlined herein.
3. The City reserves the right to reject any or all bids, including without limitation the rights to reject any or all non-conforming, non-responsive, unbalanced, or conditional bids. The City further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsive.
4. In the best interest of the City, the City has the sole discretion and reserves the right to accept bid(s); to make award(s) by individual item, group of items, aggregate or none, or any combination thereof to one or more suppliers; to reject any or all bid(s); to waive any minor irregularities or technicalities; to

extend, postpone or cancel this solicitation, in whole or in part; and to re-advertise with identical or revised specifications all in the best interest of the City. When it is determined that there is a lack of competition to the lowest responsive bidder, evaluation of other bids is not required.