

BACKGROUND

1. The City of Ocala is seeking bids from experienced Contractors to provide commercial interior and exterior painting services as needed, supporting the Facilities Department on various City projects.
2. Contractor(s) shall furnish all labor, tools, equipment, transportation, utilities, and materials to provide these services.
3. The City intends to issue a contract for multiple Contractors for these services.

EXPERIENCE AND BACKGROUND CHECK REQUIREMENTS

1. **Experience Requirement:** Bidder must have five (5) years' experience in providing commercial painting jobs. Bidder must provide a minimum of five (5) commercial painting jobs completed in the State of Florida within the past five years with bid submission.
2. **Level II Background Check Requirement:** Contractor employees and all subcontractors working on-site must complete a Level II background check after being awarded the contract. Background checks shall be scheduled with the City of Ocala Project Manager and will be conducted by the Ocala Police Department.

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 resulting contract will be for an initial term of two (2) 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. Price increases shall be based on the CPI-U, and the Contractor must submit their request for an increase with CPI justification at least 90 days before the end of the current term.

SCHEDULING

1. Scheduling of all services shall be coordinated with the City Project Manager.

PROJECT SUMMARY/CONTRACTOR RESPONSIBILITIES

- **Project Summary:** The Contractor will be required to perform the following services for the City of Ocala:
 - **Surface Preparation:**
 - a. Clean, sand, and/or wash all paintable surface areas with the appropriate product to remove dirt, grease, or old paint.
 - b. Fill holes, caulk cracks, joints, or imperfections with appropriate materials (i.e., spackle, Bondo, or plaster).

- c. Scrape areas that are peeling and prime the entire surface to ensure topcoat adhesion.
 - d. Areas not to be painted must be masked or covered.
 - e. Apply primer if required.
- **Paint Application:**
 - a. For interior painting, rollers and/or brushes must be utilized to evenly apply primer and paint. **Interior spraying will not be permitted.**
 - b. Two (2) topcoats must be applied to ensure full coverage and uniform appearance.
 - **Materials and Equipment:**
 - a. High-quality brushes, rollers, safety gear, drop cloths, tape, and cleaning supplies must be used. All necessary protection must be used to maintain work areas in their original condition before painting.
 - **Quality Assurance:**
 - a. Final inspection will be made by the City Project Manager to confirm uniform coverage, consistent color, and smooth finish across all surfaces. Contractor shall address any issues identified immediately.

Paintable Areas

- Doors
- Wood Trim
- Interior Walls
- Exterior Walls
- Windows (caulking)

Site Inspections: All work will be inspected by the Project Manager to ensure compliance with the City of Ocala's Scope of Work and policies.

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 a 48-hour advance notice to the City Project Manager for work outside normal shift hours. The city may decline the request.

City water, electricity, and restrooms will be available on-site for Contractors' use during the completion of this project.

CONTRACTOR EMPLOYEES AND EQUIPMENT

1. The 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. All Contractor vehicles must have the company name located on the side and all employees must wear a company shirt at all times.
3. The Contractor shall provide an assigned Project Manager, who will be the primary point of contact. The Contractor 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.

4. 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.
5. The employees of the Contractor must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in a good appearance as the job conditions permit.
6. The Contractor 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.
7. No smoking is allowed on City property or projects.
8. The Contractor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
9. All company trucks must have a visible company name/logo on the outside of the vehicle.
10. **AMOUNTS DUE TO THE CITY.** Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor/C may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish the following services/data to the Contractor for the performance of services:
 - A. All paint will be provided by the City of Ocala Facilities Department unless specified.
 - B. Access to City buildings and facilities to perform the work.
 - C. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Contractor's responsibilities.
 - D. Provide office facilities for the Contractor, if needed.
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.

CONTRACTOR RESPONSIBILITIES

1. The Contractor shall complete all work performed under this solicitation following the policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. The Contractor shall obtain and pay for any additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. The Contractor is responsible for any damages, not limited to buildings, 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.
4. If the Contractor is advised to leave a property by the property owner or their representative, the Contractor shall leave at once without altercation. Contractor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.

5. The Contractor 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, PowerPoint, Access, or any other software as specified and approved by City staff.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Contractor shall keep the premises free at all times from the accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include, but not be 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. The work site will be completely cleaned after each day of work.
 - C. Properly dispose of paint cans and other waste materials.
 - D. Contractor shall legally dispose of debris.
2. **Final Cleaning:** Upon completion of work, clean the 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 their original condition.
 - C. The Contractor shall clean and remove from the premises all surplus and discarded materials, rubbish, and temporary structures, and shall restore acceptably 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 debris shall be removed from the premises.*

SAFETY

1. The Contractor 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, subcontractors, 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 Contractor's equipment, materials, property, or clothing lost, damaged, destroyed, or stolen.
3. Before completion, storage and adequate protection of all material and equipment will be the Contractor's responsibility.

WARRANTY

1. The Contractor will provide a one (1) year labor warranty from the date of completion, against operational failure caused by defective material or workmanship that occurs during normal use.

INVOICING

1. All original invoices will be sent to: Gary Crews, Facilities Department, 1805 NE 30th Avenue, Bldg. 200, Ocala, FL 34470, email: Facilities@ocalafl.gov.

PRICING AND AWARD

1. Bidder must upload a completed **Exhibit B - Price Proposal** with their response.
2. Bids will be received on a unit price basis (per square footage). The City will pay the Contractor only for the actual square footage the Contractor paints.
3. Bidder must bid on all line items.

4. Award will be made to the lowest bidder meeting all requirements outlined herein. The City reserves the right to award multiple Contractors for these services.