BACKGROUND

1. The City of Ocala requires the services of an experienced Contractor to provide all materials, labor, and equipment necessary to complete new fencing installations and repairs on an as-needed basis.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder shall maintain all applicable licenses, registrations, permits, and certifications required by federal, state, county, and local authorities to perform the work specified in this solicitation.
2. **Experience Requirement:** Bidder must possess three (3) years' experience in providing services as an electrical Contractor.

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 two (2) years with the option of two (2) one (1) year renewals.
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 prior to the end of the current term.

DELIVERY

1. 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 on an as-needed basis. Materials and installation shall comply with applicable Florida Building Code requirements, local codes, and applicable safety standards:
    - Installations
        - Material Specification:
            - All materials for chain-link fencing shall conform to the American Society for Testing and Materials (ASTM) Standards.
            - No advertising signage, impression, stamp, or mark of any description will be permitted on the fence.
            - Black Polyvinyl chloride (PVC) coated steel chain link fence fabric shall conform to the requirements of ASTM F 668.
            - The PVC coating shall be Class 2A, extruded and adhered.
            - The PVC color shall be as indicated and conform to ASTM F 934.

Post Footing: All sections – posts pricing should include concrete footings.

- Gate Construction:
  - Gate frames shall be welded at joints to provide a rigid, watertight construction, with welds ground smooth. Internal bracing shall be provided as required to eliminate racking and make the frame rigid, consisting of 1-5/8" tubular steel pipe with 3/8" adjustable truss rods. Welded areas shall have one (1) coat of Zinc Oxide Primer on the area.
  - Gate fabric shall always match the specified fence fabric. The fabric shall be tied to the Gate Frame at intervals of no more than fifteen (15") inches apart.
  - Gate hinges shall be "Bulldog" type and shall be of adequate strength for the gate. No sagging gates will be accepted.
- Line Posts:
  - Shall be spaced a maximum of 10' 0".
- Anchorage
  - All line posts to be set in concrete foundations in the ground to a minimum depth of eighteen (18") inches for a four (4') foot fence and twenty-four (24") inches for a six (6') foot fence.
  - All corner, end, or pull posts to be set in concrete foundations in the ground to a minimum depth of thirty-six (36") for a four (4') and six (6') foot fence. All foundations shall extend approximately two (2") above grade and will be crowned to shed water away from posts. Diameter of the foundation shall be a minimum of (9") inches, except for gate posts, on which the minimum diameter shall be three (3) times the outside diameter of the gate post, and corner, end, or pull posts, on which the minimum diameter shall be twelve (12") inches.
  - A ready-mix shall furnish the concrete used in the foundation with a minimum strength of 2,500 P.S.I. In the event a pre-mixed foundation material is unavailable, the use of a 1:2:4 mix of concrete with the stone no smaller than ¼" size may be used.
- Top Rail:
  - Shall be continuous for full length of fence and shall pass through openings in fittings for that purpose on the line post tops. Each length shall be coupled with expansion sleeves and means of rail ends and brace bands.
- Gates:
  - Gate frames measuring over 6'0 shall have crossed, diagonal truss rods installed in each panel. Fence fabric shall be fastened in the frames or panels on all edges by use of suitable tension band stretch bars. Latches shall be provided for all gates, and shall be of plunger rod, forked latch type with provisions for padlocking.
- Braces:
  - Horizontal brace rails shall be provided on each terminal, corner and gate post midway between0 top rail and ground; and should extend from these posts to the first adjacent line post fastened with brace bands and/ or rail ends and brace bands. Diagonal brace rods shall be trussed from the brace end on the line post back to the terminal, corner or gate post and shall be provided with a tightener or turnbuckle.
  - Pull post shall be used at breaks in vertical grades fifteen (15) degrees or more, or at approximately 330' centers, except the maximum interval may be reduced on curves where the degree of curve is greater than (3) degrees.

- Fabric:
  - Shall be fastened to line post with fabric bands at a maximum of twelve (12″) inch intervals. Fabric shall be fastened to the top rail by a single wrap of #9-gauge aluminum wire. Fabric shall be fastened to the terminal, corner, or gate posts by use of stretcher bars tension bands which shall be fastened to the posts by bands spaced a maximum of fifteen (15″) inches.
  - Chain link fabric shall be stretched tightly to eliminate sag and buckles and shall be placed with top salvage barbs projecting above top rail and with bottom salvage not more than two (2″) inches above grade. Completed fence installation shall be free-standing and without buckles and kinks, set accurately to line, and be true, plumb, and rigid.
- Grounding:
  - Wherever a power line passes over the fence, a ground shall be installed directly below the point of crossing. The ground rod shall consist of a copper or galvanized rod, with connection of similar metal if required, or of other appropriate material, eight (8′) feet in length and at least five-eighths (5/8″) inch in diameter. The rod shall be driven vertically until the top of the rod is approximately six (6″) inches below the ground surface. A No. 6 conductor shall be used to connect the rod and all fence elements. The conductor shall be connected to each fence element and ground rod by means of electrical-type clamps which will prevent corrosion.

- Utility Locating: The Vendor is responsible for contacting the utility location service and verifying completion of inspection prior to commencing work. Stipulations regarding entrance electrical service and rights-of-way are to be referred to the project manager of the corresponding City of Ocala Department.
- The Vendor shall obtain any required permits and coordinate inspections as necessary.
- The Vendor shall be responsible for damages resulting from failure to properly identify or protect existing utilities.

- Fence Repairs
  - Repair or replacement of damaged, bent, leaning, or deteriorated fence sections.
  - Replacement of damaged or missing fence posts, rails, fabric, pickets, and hardware.
  - Repair and adjustment of gates, hinges, latches, locks, and access-control hardware.
  - Re-stretching and securing chain-link fence fabric.
  - Straightening and resetting fence posts.
  - Replacement of deteriorated concrete footers.
  - Repair of storm-related or vehicle-impact damage.
  - Removal and replacement of existing fencing when directed by the City.

- Emergency Repairs
  - The Contractor may be requested to provide emergency fence repairs resulting from storms, accidents, vandalism, security concerns, or other unforeseen circumstances.
  - The Contractor shall acknowledge emergency requests within one (1) hour and provide an estimated response and repair schedule.

The Vendor shall carry out work with care and employ methods to prevent damage to public or private property adjacent to the work. Should any public or private property be damaged or destroyed, the

Vendor, at its expense, shall repair or make restoration as is practical and acceptable to the City no later than one (1) month from the date damage occurred

2. **Deliverables:** The Vendor shall provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
1. **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 the City Project Manager for work outside normal shift hours. The City may decline the request.

WRITTEN QUOTES

1. The Vendor shall submit a detailed written estimate of the proposed services prior to any work being performed by the Vendor. Written quotes shall be submitted within three (3) days of the initial request by the City. The Vendor shall submit an itemized not-to-exceed price, giving a full description of the project for each project covered by this contract.

2. Written quotes shall list the location name and address. The project estimate shall list each item by bid specifications, i.e., items and quantity, and all hardware items used. Each quote shall be submitted to the City Project Manager by email with a clear sketch or drawing (if applicable)

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. The Contractor shall provide an assigned Project Manager, who will be the primary point of contact. 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.
3. 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.
4. The employees of the Contractor 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. 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.
6. No smoking is allowed on City property or projects.
7. Contractor 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 Contractor 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 Contractor's responsibilities.
C. 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 mark-up fee for material furnished by the City.

CONTRACTOR RESPONSIBILITIES

1. The Contractor 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. The Contractor shall obtain and pay for any 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. 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.
5. 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.
6. Data collected by the Contractor shall be in a format compatible with, or easily converted to, the City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
7. 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.

SUB-CONTRACTORS

1. Contractor 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.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Contractor 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 be limited to:
   A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonably neat condition.
   B. The work site will be completely cleaned after each day of work.
   C. Contractor shall dispose of debris in a legal manner.
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 original condition.

C. The Contractor 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. 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. Prior to completion, storage and adequate protection of all material and equipment will be the Contractor's responsibility.

WARRANTY

1. Contractor will provide a one-year material and labor warranty from the date of completion, against operational failure caused by defective material or workmanship which occurs during normal use.
2. All manufacturer warranty documentation and owner/operator manuals must be provided before final payment request.

INVOICING

1. All original invoices will be sent to: Gary Crews, Project Manager, Fleet and Facilities Department, 1805 NE 30th Ave, Bldg. 200, Ocala, FL 34470, email: Facilities@OcalaFL.org.
2. Contractor will invoice at least once a month.

PRICING AND AWARD

1. Bidder must upload a completed **Exhibit B-Price Proposal** with their response.
2. Bidder must bid on all line items, except for optional items.
3. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides, installs, or constructs.
4. Award will be made to the lowest bidder meeting all requirements outlined herein.