

BACKGROUND

1. The City of Ocala requires the services of an experienced and qualified appraiser/consultant to provide professional appraisal reports and determination of the current market value of each 91 artworks in City's permanent public art collection for insurance purposes. The City is soliciting proposals from experienced and qualified appraisers to provide these services by April 27, 2026. The City has a complete inventory record with acquisition values, however no professional appraisal assessment or valuation has ever been completed. The majority of these artworks are located outside throughout the city limits of Ocala, Florida. General locations are (but not limited to):
 - a. Downtown Ocala
 - b. Tuscawilla Park and Art Park
 - c. Scott Springs Park
 - d. Martin Luther King Jr. Recreation Complex
 - e. Mary Sue Rich Community Center at Reed Place
 - f. Heritage Trail
 - g. Ocala Skate Park
 - h. First Responders Campus
 - i. Ocala Nature Park
 - j. Heritage Nature Conservancy
 - k. City Sports Complexes
 - l. Ocala International Airport
2. The City's permanent collection is comprised of the following:
 - a. Murals
 - b. Sculptures
 - c. Interactive art
 - d. Fencing
 - e. Functional art
 - f. Acoustic paneling

*****A separate solicitation will be issued for conservation assessments, recommendations, reporting, and hurricane plan.**

QUALIFICATION AND EXPERIENCE REQUIREMENTS

1. **Qualifications:** Bidder must demonstrate competence in the field of Fine Arts, Antiques and Decorative Arts, Contemporary Art or other related discipline pertaining to the various items in the City's collection:
 - a. Bidder must have accreditation, certification, or a professional designation from a recognized professional appraiser organization such as the American Society of Appraisers (ASA), the International Fine Art Appraisers (IFAA), the International Society of Appraisers (ISA), Appraisers Association of America (AAA), etc.

- b. Bidder must have current/active membership in a professional appraisal organization mentioned above.
 - c. Bidder must have training in and experience providing reports compliant with the Uniform Standards of Professional Appraisal Practice (USPAP).
 - d. Degree in Fine Arts, Antiquities, Decorative Arts, Contemporary Art, or other related field from an accredited educational institution preferred.
 - e. No reports of impropriety from state or federal oversight agencies to include filed complaints, penalties or injunctions for the period of time in which the Consultant has been in business as an art appraiser.
2. **Experience Requirement:** Bidder must possess five (5) years' experience in providing professional art appraisal services and USPAP compliant reports.

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.

CONSULTANT ANTICIPATED TASKS, DELIVERABLES AND HOURS

1. The Consultant will be required to perform the following types of services for the City of Ocala. This list is not an attempt to exclusively define those specific activities the Consultant will perform:
 - The Consultant will conduct on-site visits to City sites, checking all locations where art works may be stored or displayed, to view, inspect, photograph, and assess each work of art in the City collection. City staff will coordinate transportation and accompany appraiser during site-visits.
 - The Consultant will complete an appraisal and valuation report of all identified 91 public art works in the City's permanent collection. Valuation will be based upon the insurance/replacement value of each piece.
 - The Consultant will provide a final USPAP compliant appraisal report and in accordance with Internal Revenue Service guidelines for valuation of art in electronic format that is reproducible either by the City or the appraiser and a physical hard copy format. The final appraisal report that shall include the following for each piece:
 - Title of the piece
 - Artist name
 - Physical dimensions of the piece
 - Medium of the piece
 - Insurance/replacement value
 - Digital photograph(s) of each piece
 - Current condition of each piece
 - Brief description of the piece, including any unique markings, signatures, or initials that identify the artist or manufacturer

- Current location (geographic coordinates)
- Preliminary site assessment and current level of security

2. **Deliverables:**

- The Consultant shall conclude all on-site assessments and visits of the City's public art collection no later than March 2, 2026.
- The Consultant shall provide weekly electronic updates of final appraisal report progress after on-site visit and assessments until the final report is submitted.
- The Consultant shall provide a final USPAP compliant appraisal report in electronic format that is reproducible either by the City or the appraiser as well as a hard copy no later than 8 weeks after the on-site visit and assessments.
- Deliverables shall be accepted by the City of Ocala Project Manager before payment for such work.

3. **Working Hours:** The normal/standard working hours for this project are 8:00 A.M. – 5:00 P.M. Monday through Friday, excluding holidays. Consultant shall provide (forty-eight) 48 hour advance notice to City Project Manager for work outside normal shift hours. The City may decline the request.

CONSULTANT EMPLOYEES AND EQUIPMENT

1. An employee roster must be provided for all projects assigned.
2. The Consultant shall provide sufficient staff, either as the specific staff person requested or acceptable staff at defined levels of expertise as agreed by the City's Project Manager in a timely manner to complete all assigned work within the Scope of Work. If at any time, the City's Project Manager determines that the number or expertise of particular staff assigned to a specific task is inadequate, the City's Project Manager shall coordinate with the Consultant to remedy the situation so as to ensure the timely completion of the work.
3. Consultant must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope/project.
4. The Consultant shall provide an assigned Project Manager, who will be the primary point of contact for the Consultant for the scope, schedule, and manpower coordination, negotiation of task man-hours and completion of all deliverables. The Consultant shall provide a detailed hourly breakdown by task for all progress/billing reports for the evaluation and processing of task and invoices. Consultant 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.
5. At the request of the City, the Consultant must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Consultant must each be promptly notified by the other of any complaints received.
6. The employees of the Consultant must wear suitable work clothes and personal protective equipment as defined by.
7. Consultant 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.
8. No smoking is allowed on City property or projects.

9. Consultant must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.

CITY OF OCALA RESPONSIBILITIES

The City of Ocala will furnish, the following services/data to the Consultant for the performance of services:

1. A full inventory list of all 91 artworks and locations.
2. Escort the Consultant to all artwork locations, including those with restricted access, and provide access to drawings, specifications, schedules, reports, inventories, records, and other information prepared by and/or for the City of Ocala by others which are available to the City of Ocala and which the City of Ocala considers pertinent to the Consultant's responsibilities.
3. Access to City buildings and facilities to perform the work.
4. Provide office facilities for the Consultant as needed.
5. Can provide a full inventory list with addresses if requested prior to on-site visit.

CONSULTANT RESPONSIBILITIES

1. The Consultant shall complete all work performed under this contract in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. The Consultant shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. The Consultant shall comply with the American Society of Appraisal Principles of Appraisal Practice and Code of Ethics.
4. The Consultant is responsible for transportation to Ocala, Florida for on-site assessments.
5. Data collected by the Consultant 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.
6. The Consultant 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, and PDF software or any other software as specified and approved by City staff.
7. The Consultant shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees.

SUB-CONSULTANTS

1. Consultant must perform a minimum of 70% of the work with their own forces.
2. Services assigned to sub-consultants must be approved in advance by the City Project Manager.

GENERAL REQUIREMENTS

1. All proposals must be submitted in writing following the City of Ocala Procurement process and vendor portal.
2. Proposals must include the following:

- a. If a sole proprietor, provide a resume or curriculum vitae to display education, experience, credentials and other qualifications described above.
- b. If a business, provide information about the company including business license, description of provided services, years in business, number of employees, names of personnel who will be assigned to perform appraisal with their qualifications described above.
- c. A description of strategy to accomplish all services listed and a complete timeline for the scope of work.
- d. A rate sheet/fee schedule that identifies the breakdown of the total cost of services, including hourly labor rate, travel costs, number of hours to complete project, and any other applicable charges.

INVOICING

1. All original invoices will be sent to: Emily Parkman, Project Manager, Growth Management Department, 201 SE 3rd Street, Building Customer Service Center/Second Floor, Ocala, FL 34471, email: eparkman@ocalafl.gov.
2. Consultant can invoice up to 10% of the negotiated total costs within 30 days after fully executed contract with the City.
3. Consultant will invoice at the end of on-site visit for assessment services.
4. Consultant will invoice upon completion and acceptance of final report and all other deliverables by City Project Manager for the final payment.
5. Invoices will be paid within 30 days after acceptance.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response.
2. Bidder must bid on all line items, with the exception of optional items.
3. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
4. Bids will be received on a lump sum basis. Lump sum amount must include all direct and indirect costs to complete the project.
5. Award will be made to the lowest bidder meeting all requirements and qualifications outlined herein.
6. 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.
7. 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.