

BACKGROUND

1. The City of Ocala Electric Utility is seeking Contractors for a stand-by contract to provide emergency tree trimming and power line clearing services as a result of major weather-related events within the service territory of Ocala Electric Utility (OEU). Work is typical right-of-way clearing services (tree, vegetation, etc.) on electric utility power lines including distribution, transmission, and substation systems. Contractor to provide all labor, equipment, and materials required to successfully complete the work under OEU's direction and specifications. OEU will provide meals and lodging while on site. Other costs as specified in Contractor's travel policy (mobilization, travel, per diem, etc.) will also be covered by OEU (receipts required).
2. All work shall be in accordance with FDOT Design Standards (latest edition) and ANSI specifications for Tree Care Operations (A300) (latest edition).
<http://www.fdot.gov/roadway/designstandards/Standards.shtm>
3. The City reserves the right to award to multiple Contractors for the above-mentioned services.

CERTIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Bidders must possess and maintain a Florida Department of Transportation Maintenance of Traffic (FDOT) certification AND Line Clearance Certification. Follow the link below for more information on how to obtain these certifications:
<https://www.motadmin.com/>
2. The Contractor is responsible for all maintenance of traffic. Traffic control will be per the FDOT 600 Series Index, providing a Worksite Traffic Supervisor who is responsible for initiating, installing, and maintaining all traffic control devices. Ensure that the Worksite Traffic Supervisor is certified in the advanced training category by a Department approved training provider. Approved providers are posted on the Department's website at the following URL address: <https://www.motadmin.com/>
3. Bidder must possess and maintain an International Society of Arboriculture (ISA) Arborist certification. Follow the link below for more information on how to obtain this certification:
<https://www.isa-arbor.com/certification/becomecertified/index>
4. All workers shall be Qualified Line-clearance Arborist/Trainees as detailed in ANSI Z133.1 Annex B to work in the proximity of electric utility lines.
5. **Experience Requirement:** Bidders must demonstrate a minimum of five (5) years' experience performing work specializing in tree trimming and power line trimming.

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

GENERAL REQUIREMENTS

The work will begin upon written authorization by the City. Contractor shall provide a 24/7 contact number and shall be activated (project manager on-site) within twenty-four (24) hours of receipt of Notice to Proceed. Failure to meet this requirement will result in immediate termination of contract.

No guarantee of minimum or maximum amounts of work is made by the City under this contract. No adjustment to pricing will be considered due to increases or decreases in estimated quantities. The city will not provide price adjustments for cost increases or decreases in the price of fuel. The Contractor shall be able to handle multiple, simultaneous large-scale disaster events.

In cases of discrepancy between this scope and regulatory agency guidelines, the regulatory agency's guidelines will take precedence.

At a minimum:

1. All vegetation management work performed on the Utility's electric system shall adhere to the Pruning specifications as required by the Arbor Day Foundation for Tree Line USA Utility designation and use either ISA's Best Management Practices "Utility Pruning of Trees" a special companion publication to the ANSI A300, or, as a reference, "Pruning Near Electric Utility Lines" a field pocket guide for qualified line-clearance tree workers by Dr. Alex Shigo. The handbooks shall be provided by the Contractor, and a copy shall be kept on each line clearance truck as an on-site reference to proper line clearance pruning for tree crews in the field.
2. Pruning shall be done in such a manner as to protect current tree health and condition. The Utility shall consider unskilled or careless work methods by workers as just cause for termination of the specific workers, or the Contract, as deemed justified by the Utility.
3. All workers shall be Qualified Line-clearance Arborist/ Trainees as detailed in ANSI Z133.1 Annex B to work in the proximity of Electric Utility lines.
4. All work shall be accomplished in full compliance with all OSHA regulations including Construction Regulations 1926; and General Industry Regulations 1910.
5. The Contractor shall comply with all applicable federal, state, county, and local laws, ordinances, regulations, orders, or decrees in effect during the period of performance.
6. Contractor shall be willing to work 16 or more hours per day until the storm restoration is complete if requested by the Ocala Electric Utility.
7. Contract crews that are normally assigned to the utility shall not be released to assist other utilities without the consent of the Ocala Electric Utility.
8. Weekly time sheets are required by the Contractor.
9. Keep accurate records and provide copies to Ocala Electric Utility. The Contractor shall provide Ocala Electric Utility (OEU) with all documentation required for OEU to receive reimbursement from FEMA including but not limited to, truck and trailer registrations, work logs, time sheets, and any other data required for FEMA and State reimbursement applications.
10. Crew makeup, contact list, names and classifications, gender for lodging purposes, equipment type with identification numbers.
11. Crew will be required to document work locations, address and/or pole numbers, pictures and work performed.

12. Start and stop times documented.
13. Miles from home state documented and verified by map quest.
14. All work shall be accomplished in full compliance with all OSHA regulations including Construction Regulations 1926; and General Industry Regulations 1910.
15. Contractor shall comply with all applicable federal, state, county, and local laws, ordinances, regulations, orders, or decrees in effect during the period of performance.
16. Contractor's personnel shall always present a neat appearance and wear hard hats in the Contractor's standard color, or colors chosen for safety purposes, which clearly identify supervisors from crew members. Ocala Electric Utility (OEU) reserves the right to remove Contractor's personnel from OEU's property without cause.
17. Contractor shall furnish, maintain, have inspected, and keep in good working order all tools and equipment and shall pay all expenses necessary for and in connection with tree maintenance work performed for OEU. All equipment shall be neat, and clean as possible, always. All Contractor trucks (doors or sides) shall be clearly, specifically, and visibly marked with Contractor's identification.
18. Contractor shall maintain all equipment in proper working condition, adequately maintained to perform this scope of work. Equipment shall be marked with company's name and logo. Equipment shall be overall in good condition. Contractor shall, at the request of OEU, immediately remove any equipment considered to be substandard or inappropriate.
19. Contractor's standard equipment for time and material arial bucket trucks including any equipment transitioned to hourly or storm restoration purposes is as follows:
 - a. All safety equipment is required.
 - b. All equipment required, but not limited to, hydraulic pole chain saw, gas-powered chain saw capable of cutting large trees, tree pruning tools, ropes, and sufficient supporting tools.
 - c. OEU has reserved the right to perform crew and equipment inspections for compliance. OEU may shut down crews with inadequate or inappropriate equipment.
20. During those periods when work is being performed hereunder, Contractor shall furnish, on a weekly basis, accurate daily itemized information or standard time sheets showing the location of the work performed that day, the names and number of men and equipment hours involved, and the measured area (pole to pole) of trees trimmed.
21. Contractor shall at all times be aware of the line voltage and construction of electric circuits before work is commenced in the vicinity thereof.
22. In the event that the Contractor becomes aware of dangerous, broken, loose, or faulty line equipment, OEU shall be advised of the exact pole location(s) and nature of the condition found.
23. 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.
24. 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.

25. Contractor's employees 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.
26. Contractor shall comply with all applicable federal, state, county, and local laws, ordinances, regulations, orders, or decrees in effect during the period of performance.
27. 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.
28. No smoking is allowed on City property or projects
29. Contractor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
30. All company trucks must display a visible company name/logo on the outside of the vehicle.

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.

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 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. 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 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, Power Point, 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 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. Contractor 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 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, 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 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.
1. All manufacturer warranty documentation and owner/operator manuals must be provided before final payment request.

INVOICING

1. All original invoices will be sent to: Anthony Santangelo, Vegetation Manager, Ocala Electric Utility Department, 1805 NE 30th Avenue, Building 400 Floor, Ocala, FL 34470, email: asantangelo@ocalafl.org.
2. Contractor will invoice at least once a month.
3. Contractor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.

PRICING AND AWARD

1. Bidder must upload a completed 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 Contractor only for the actual units that the Contractor provides, installs, or constructs.
4. Award will be made to the lowest bidder meeting all requirements outlined herein.