

BACKGROUND

1. The City of Ocala requires the services of an experienced consultant to provide sand sculpting consultation and artist coordination services in support of the Growth Management Department, Cultural Arts Division, for the 2027 Sand & Sun Festival. The City is soliciting proposals from qualified consultants to assist with the selection, coordination, and management of professional sand sculptors and provide consultation related to the festival's sand sculpting activities. The Sand & Sun Festival will take place at Downtown Ocala's Citizens' Circle in Ocala, Florida.
2. Bidders can respond to listing by submitting their proposal to bids@ocalafl.gov no later than 2:00 P.M. on November 12, 2025. NO EXCEPTIONS TO OPENING TIME WILL BE ALLOWED. Any questions relative to any item(s) or portion of this Invitation to Bid should be directed to David Williams, Senior Buyer, dwilliams@ocalafl.gov (352-629-8350).

EXPERIENCE REQUIREMENTS

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

INSURANCE REQUIREMENTS

NOTE: STANDARD INSURANCE REQUIREMENTS include General & Auto Liability and Workers Comp.

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 one (1) year.
2. **Renewals:** One (1) optional, one-year (1) renewal term.
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. Prices increases shall be based on the CPI-U and the Consultant must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.
4. **Lead Time:** The maximum acceptable lead time on services and materials is two (2) weeks.

DELIVERY

1. Supplies and services will be delivered or shipped to Growth Management Department, Cultural Arts Division, 201 SE 3rd St, 2nd Floor, Ocala, FL 34471.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** 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, interviews and implementing Ocala's live sand sculpting event.
 - Provide marketing assets, including sand sculptors' biographies and photos of their work, for the

event that the city can utilize in advertising.

- Assist with sand consulting and testing sand quality for City sand acquisition.
- Provide logistic assistance with sand boxes/containers for sculptures.
- Coordinate, recruit, oversee, and manage six (6) sand sculptor competitors, including travel, lodging, and meals. If the City secures sponsorships for lodgings and meals, the proposal amount may be reduced and renegotiated.
- Provide on-site sand preparation and logistics during the week leading to the event.
- Manage and coordinate sculptors during the week leading up to the event and on the day of the competition.
- Provide biodegradable wind protectant (Elmer's glue) for the sculptures.
- Create one welcome sand sculpture featuring the City and sponsor logos.
- Oversee the competition and awards presentation, including coordinating and providing an instructional overview for judges.
- Provide the sand sculpture competition judging rubric and scoring criteria.
- Assist with any additional sand event or sculptor-related needs that may arise.

2. **Deliverables**

- The consultant shall recruit professional sand sculptors at least two months prior to the event date and provide biographical information and marketing materials.
- The Consultant shall be on site for the 2027 Sand & Sun Festival from Monday, May 10, 2027, through Saturday, May 15, 2027, to provide sand sculpting consultation and artist coordination services.
- The Consultant shall coordinate with the City of Ocala Project Manager and participating sand sculptors regarding scheduling, setup, competition activities, workshops with the sculptors, and other sand sculpting programming associated with the festival.
- The Consultant shall provide ongoing communication and updates to the City regarding artist coordination and festival preparations leading up to and throughout the event.
- Deliverables and services shall be reviewed and 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 AM – 5:00 PM Monday through Saturday, excluding holidays. The Consultant shall provide 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. The 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.
2. The Consultant shall provide an assigned Project Manager, who will be the primary point of contact. The 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.
3. At the request of the City, the Consultant must replace any incompetent, unfaithful, abusive, or disorderly person or sand sculptor in their employment. The City and the Consultant must each be promptly notified by the other of any complaints received.
4. The employees of the Consultant 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. The 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.

6. No smoking is allowed on City property or projects.
7. The 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

1. The City of Ocala will furnish the following services/data to the Consultant for the performance of services:
 - A. Access to City buildings and facilities to perform the work.
 - B. Provide water access for sculpting.
 - C. Provide access to drawings, specifications, schedules, reports, marketing materials, and other information prepared by/for the City of Ocala pertinent to the Consultant's responsibilities.
 - D. Provide office facilities for the Consultant, if needed.
 - E. Provide seven (7) 12-foot sand box enclosures to contain each designated sand sculpture plot.
 - F. Provide tents to house the competition sculptures and welcome sculpture.
 - G. Provide crowd barriers, including roping, stakes, or similar materials, for the designated sand sculpture plots.
 - H. Provide resources and equipment for transporting the sand for each designated sand sculpture plot and the welcome sculpture.
 - I. Provide the same amount of sand for each designated sculptor plot.
 - J. Provide all required permitting and coordinate site-related activities for the festival.
 - K. Provide for the acquisition and removal of sand for the festival.
 - L. Provide reasonable measures to ensure that completed sculptures are secured and protected from damage.
2. The City reserves the right to purchase any materials for the Consultant to use. The Consultant shall not charge a mark-up fee for material and tools furnished by the City.

CONSULTANT RESPONSIBILITIES

1. The Consultant 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 Consultant shall obtain and pay for any and licenses, additional equipment, etc., required to fulfill this contract.
3. Installation shall be in compliance with all requirements and instructions of applicable manufacturers.
4. The Consultant 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 Consultant 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. The Consultant is responsible for transportation to Ocala, Florida for on-site assessments.
6. If the Consultant is advised to leave a property by the property owner or their representative, the Consultant shall leave at once without altercation. The Consultant shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
7. 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.

8. 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 or any other software as specified and approved by City staff.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Consultant 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. The Consultant 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 Consultant shall clean and remove from the premises all surplus and discarded materials.

SAFETY

1. The Consultant shall be fully responsible for the provision of adequate and proper safety precautions to meet 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 damage to any of the Consultant '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 Consultant's responsibility.

INVOICING

1. All original invoices will be sent to: Mariana Prieto, Project Manager, Cultural Arts, 201 SE 3rd St, 2nd Floor, Ocala, FL, email: mprieto@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.