

BACKGROUND

1. The City of Ocala Electric Utility requires plumbing services to connect the Shaw Substation control house to the City's newly installed sewer force main system. Work includes installation of a complete grinder pump station and associated piping, power connections, and all materials, labor, and permitting necessary delivering a functional wastewater connection. This work supports the conversion from the control house's existing drain field to the new sewer system.
2. The distance from the substation's existing sewer lateral to the City's new sewer line location is approximately 80 feet. The City is arranging the force main extension. Contractor will be responsible for connecting the control house to that force main and installing the grinder pump system.
3. **NON-MANDATORY PRE-BID MEETING:**
April 29, 2026, at 9:00AM
Shaw Substation
3650 SW 42nd Street
Ocala, FL 34474

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be a licensed as a Plumbing Contractor in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess five (5) years' experience in providing installing grinder pump systems and force main piping.
3. **Project Duration:** Contractor shall complete all work within 90 calendar days from the date of the Notice to Proceed.

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.

DELIVERY

1. Supplies will be delivered or shipped to Shaw Substation - 3650 SW 42 ST, Ocala, FL 34474
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** Contractor will be required to perform the following services for the City of Ocala:
 - a) Furnish and install a 1 HP grinder pump station with shutoff head (acceptable systems: E/One grinder stations or Liberty Pumps PRG Series).
 - b) Provide and install the pump, wet well station, and control panel/box.

- c) Excavate, and place and set the station per manufacturer requirements.
- d) Work in coordination with OEU to connect the station to the provided power source required for full operation at factory recommended performance levels.

2. Piping and System Configuration:

- a) Install 2-inch force-main service piping from the grinder pump station to the City lateral tie in point, consistent with the distance of approximately 80 ft.
- b) Complete the physical connection of the grinder pump discharge line to the City's new force main.
- c) Provide all materials, valves, fittings, bedding, backfill, and compaction required for complete installation.
- d) Ensure compliance with City standards, manufacturer specifications, and all applicable plumbing codes.

3. Testing & Commissioning:

- a) Conduct pressure testing of the force main piping.
- b) Function test the grinder pump system, controls, and alarms.
- c) Verify electrical performance with the coordinating electrician.
- d) Restore all disturbed surfaces to pre-construction condition.

4. Deliverables:

- a) Fully installed and operational grinder pump system.
- b) Completed 2-inch service connection to City sewer lateral.
- c) Test reports (pressure test, functional testing).
- d) Maintenance manual and equipment documentation.

5. **Working Hours:** Working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding City observed holidays. Contractor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request.

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. 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, Contractor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and Contractor must each be promptly notified by the other of any complaints received.
4. The employees of Contractor must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees should 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 to 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 Contractor's responsibilities.
 - c) Provide office facilities for Contractor, if needed.
 - d) Power source required for full operation at factory recommended performance levels.
2. The City reserves the right to purchase any materials for Contractor to use. Contractor shall not charge a mark-up fee for material furnished by the City.

CONTRACTOR RESPONSIBILITIES

1. 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. 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, 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 Contractor is advised to leave a property by the property owner or their representative, 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 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. 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.

SUB-CONTRACTORS

1. Contractor must perform a minimum of 30% 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:** 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) 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. 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 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 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:
1805 NE 30th Ave. Bldg. 400, Ocala, FL 34470
email: Elecadmingrp@ocalafl.gov.
2. Contractor will invoice at least once a month.
3. Contractor will be given a coversheet for their invoice. This cover sheet must be filled out correctly and submitted with each invoice.

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. Bidder must upload a completed Exhibit B - Price Proposal with their response.
3. Award will be made to the lowest, most responsive and responsible bidder meeting all the requirements outlined herein.
4. Awarded Contractors shall comply with all applicable provisions of Section 787.06, Florida Statutes. Specifically, all non-governmental Contractors shall provide the City of Ocala with an affidavit signed by an officer or a representative under penalty of perjury attesting that the non-governmental entity does not use coercion for labor or services as defined in Section 786.06(2).
5. 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 may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.