

BACKGROUND

1. The City of Ocala requires the services of a qualified, licensed fire protection contractor to provide turnkey design and build services for a new automatic fire sprinkler system for the Discovery Science Center.
2. **MANDATORY PRE-BID MEETING: A mandatory pre-bid meeting is required for all prospective bidders. Only those vendors attending the pre-bid meeting shall be allowed to submit bids.**

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be a licensed fire sprinkler contractor in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess ten (10) years of experience in providing commercial fire sprinkler design and build.

ENSURANCE 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 28 calendar days
2. **Lead Time:** The maximum acceptable lead time on materials is two (2) weeks.

DELIVERY

1. Scheduling of all deliveries shall be coordinated with the City Project Manager.

PROJECT SUMMARY, DELIVERABLE, AND HOURS

1. **Project Summary:** The Vendor will be required to perform the following services for the City of Ocala:
 - Vendor shall provide the following for a Wet Pipe Fire Sprinkler System:
 - Engineering and system design
 - Permitting and approvals
 - Materials
 - Installation of all system components
 - Acceptance testing
 - System Commissioning
 - Vendor shall comply with code compliance and standards:
 - System shall be fully code-compliant and meet, at minimum, the most current editions of the International Building Code (IBC), International Fire Code (IFC), and all applicable NFPA standards.
 - Compliance shall also include all relevant local codes, ordinances, manufacturer requirements, and Authority Having Jurisdiction (AHJ) directives, regardless of whether they are specifically listed.
 - Vendor shall provide system supervision and integration:
 - Fire sprinkler system shall be fully supervised.

- System shall be fully integrated with the building's existing fire alarm system.
 - Vendor shall provide closeout and training:
 - Complete project documentation.
 - Training for applicable personnel on system operation and maintenance.
 - Vendor must provide three (3) completed installations of similar scope.
3. **Deliverables:** The Vendor shall provide weekly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
4. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Sunday through Saturday, excluding holidays. Vendor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request.

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendor 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 Vendor shall provide an assigned Project Manager, who will be the primary point of contact. Vendor 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 Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
4. The employees of the Vendor 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. Vendor 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. Vendor 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 Vendor for the performance of services:
 - B. Access to City buildings and facilities to perform the work.
 - C. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Vendor's responsibilities.
 - D. Provide office facilities for the Vendor, if needed.
3. The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a markup fee for material furnished by the City.

VENDOR RESPONSIBILITIES

1. The Vendor 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 Vendor shall obtain and pay for all 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. Vendor is responsible for 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 Vendor, 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 Vendor is advised to leave a property by the property owner or their representative, the Vendor shall leave at once without altercation. Vendor 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 Vendor 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 Vendor 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. Vendor must perform a minimum of 30% of the work with their own forces.
2. Services assigned to subcontractors must be approved in advance by the City Project Manager.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Vendor shall keep the premises free at all times from the accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include, but not be limited to:
 - B. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonably neat condition.
 - C. Work site will be completely cleaned after each day of work.
 - D. Vendor shall dispose of debris in a legal manner.
1. **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 Vendor shall clean and remove from the premises all surplus and discarded materials, rubbish, and temporary structures, and shall restore acceptably 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 Vendor 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 Vendor'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 Vendor's responsibility.

WARRANTY

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

INVOICING

1. All original invoices will be sent to: Gary Crews, Project Manager, Facilities Management Department, 1805 NE 30th Avenue, Building 200, Ocala, FL 34470, email: Facilities@ocalafl.gov.

PRICING AND AWARD

1. Bids will be received on a lump sum basis. The lump sum must include all direct and indirect costs to complete the project.