

BACKGROUND

The City of Ocala requires the services of an experienced Vendor to furnish all labor, equipment, and materials necessary to provide ongoing maintenance and support of the existing deionized (DI) water system at the Water Quality Laboratory located at 4200 SE 24th St, Ocala, FL, 34471, operated by the City of Ocala's Compliance Monitoring Division. The system is essential for producing high-purity reagent water used in laboratory testing and is critical for maintaining required regulatory certifications.

SCOPE OF SERVICES

The selected Vendor shall be responsible for the following services:

a) System Compatibility & Support

Perform maintenance and service work on the DI water system without requiring significant system modification.

b) Water Quality Compliance

Ensure that all treated water meets or exceeds the specifications of **Standard Methods for the Examination of Water and Wastewater, 23rd Edition, Table 9020: II**, as outlined in **Appendix C**. Maintain consistent water quality to support all laboratory analyses that require reagent-grade water.

c) Filter Replacement

Provide and install new **5 µm and 0.2 µm filters twice annually** (every six months), or more frequently if required by performance issues or regulatory compliance.

d) Water Usage and Cost Structure

Treat an estimated volume of **800 to 1,200 gallons** of City-supplied water each month. Provide a **unit cost per gallon** for water treatment services. This rate should include:

- 1) Routine maintenance (filter tank replacement)
- 2) Filter replacements (twice annually)
- 3) Any applicable surcharges (e.g., fuel charges, environmental fees, meter reads)

SPECIFICATIONS

1. Vendor must be able to work with the current system.
2. This service is needed to maintain regulatory required laboratory certification.
3. This service supplies reagent water for several of the analyses performed in the laboratory.
4. Final water must meet the requirements of Standard Methods 23rd Edition Table 9020: II as outlined in Exhibit C.
5. Price should be based on the treatment of approximately 13,000 gallons to a monthly average of 1,000 gallons of City water annually and must include the cost for replacing the 5 µm and 0.2 µm filters twice. All costs must be included. This is a turn-key price.

EXPERIENCE REQUIREMENTS

1. **Experience Requirement:** Bidder must possess three (3) years' experience in providing maintenance for the deionized water system.

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 three (3) years.
2. **Renewals:** Two (2) optional, one (1) year 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 Vendor 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 materials is two (2) weeks.
5. This contract will begin on **October 1, 2025**.

DELIVERY

1. Supplies will be delivered or shipped to Water Quality Laboratory, 4200 SE 24th St, Ocala, FL, 34471, for the City of Ocala Compliance Monitoring Division.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

DELIVERABLES AND HOURS

1. **Deliverables:** The Vendor shall provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
2. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 3:30 PM Monday through Friday, 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:
 - 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 the Vendor's responsibilities.
 - c) Provide office facilities for the Vendor, if needed.
2. The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a mark-up 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 any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Vendor 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 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.
4. 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.
5. Data collected by the Vendor 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 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, Power Point, 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 sub-contractors must be approved in advance by the City Project Manager.

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.

INVOICING

1. All original invoices will be sent to: Benjamin Moose, Project Manager, Compliance Monitoring Division, 1805 NE 30th Avenue, Building 600, Ocala, FL 34470, email: bmoose@ocalafl.gov.
2. Vendor will invoice at least once a month.
3. Vendor 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, 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 unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides, installs, or constructs.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.