

BACKGROUND

1. The City of Ocala owns a 500,000-gallon elevated steel water tank known as Henry St. Water Tower. This tank is 185' ft tall. Over time the exterior surface has become dirty and requires cleaning. Vendor shall provide all materials, labor, supervision, tools, accessories, equipment, and all other things necessary for Vendor to provide exterior cleaning services at the City of Ocala Henry St. Water Tower located at 841 NE 8th Avenue, Ocala FL 34470. All work must be coordinated with City Project Manager, Jennifer Kampwerth WTP #1 Lead Operator, Telephone 352-789-7545 or 352-351-6682, E-mail: JKampwerth@Ocalafl.gov.
2. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing and Experience Requirements:** Vendor shall have a minimum of 10 years' experience cleaning elevated steel tanks of a similar size. The tank is available for inspection prior to work commencing and a mandatory pre-bid visit is required.

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.
4. **Garage Keepers:** for vehicles in Vendor possession (limits should cover vehicle value).
5. **Pollution Liability:** for the duration and up to three (3) years after the completion of the project.

CONTRACT TERM/DELIVERY TIMELINE

1. **Term:** Work shall commence within fifteen (15) days of contract finalization. This is a one-time service contract. Work will be completed and ready for final payment within 120 days of the issued NTP
2. The Department does not include an allowance for delays caused by the effects of inclement weather; however, the Department may grant time extensions on a day-to-day basis for delays caused by the effects of rain or other inclement weather conditions. No additional compensation will be made for delays caused by the inclement weather.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** The Vendor will be required to perform the following services for the City of Ocala:
 - Cover the tank with tarps to protect homes and the nearby area while performing work.
 - Perform low pressure washing (soft washing) of sphere, riser, supports, and foundation starting with top of structure then continuing down to ground using Biodegradable, environmentally friendly solution that includes a mold and mildew inhibitor to remove algae, grime, and bird droppings.
 - Protect communication equipment attached to tower as well as painted surfaces including OCALA logo.
 - Vendor shall provide for proper run off of wash water.
 - Use all appropriate safety gear and personal protective equipment to ensure worker safety.

2. **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.
3. **Working Hours:** The normal/standard working hours for this project are 8:300 AM – 4:300 PM Monday through Friday, excluding holidays.

WRITTEN QUOTES

1. The Vendor shall submit a detailed written estimate of the proposed services prior to any work being performed by the Vendor. Written quotes shall be submitted within three (3) days of the initial request by the City. The Vendor shall submit an itemized not-to-exceed price, giving a full description of the project for each project covered by this contract.
2. Written quotes shall list the location name and address. The project estimate shall list each and every item per bid specifications, i.e., items and quantity, and all hardware items used. Each quote shall be submitted to the City Project Manager by email with a clear sketch or drawing (if applicable).

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.
9. Vendor is responsible for following all state and federal regulations and laws and performing work in a safe manner. Vendor shall be fully responsible for meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, staff, public, etc. Vendor shall be responsible for all damage to buildings, curbing, pavement, landscaping, or irrigation systems caused by the delivery or removal of materials. In no event shall the City be responsible for any damages to materials, equipment or clothing that is lost, damaged, destroyed, or stolen. Any emergency situations must be reported immediately to the Project Manager.

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. Installation shall be in compliance with all requirements and instructions of applicable manufacturers.
4. 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.
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 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, Power Point, Access or any other software as specified and approved by City staff.

SUB-CONTRACTORS

1. Vendor must perform a minimum of **80%** 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:** The Vendor 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. Vendor 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 Vendor 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 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: Jennifer Kampwerth, Project Manager, Ocala Water Resource Department, 1808 NE 36th Avenue, Ocala, FL 34470, email: JKampwerth@Ocalafl.gov
- 2. Vendor will invoice at least once a month.

PRICING AND AWARD

- 1. Bidder must upload a completed Price Proposal with their response.
- 2. Bids will be received on a lump sum basis.
- 3. Lump sum amount must include all direct and indirect costs to complete the project.
- 4. Award will be made to the lowest bidder meeting all requirements outlined herein.