

BACKGROUND

1. The City of Ocala requires the services of an experienced flooring installer Vendor to perform demolition, removal, and installation of terrazzo flooring located at City Hall, 110 SE Watula Ave, Ocala, FL 34471.
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 certified by the terrazzo manufacturer(s). Each bidder must possess individual certification from the manufacturer. Please ensure your firm is compliant with this criterion. All company terrazzo installers (applicators) must hold individual certifications from the manufacturer. Verify that your firm employs certified applicators for all terrazzo-related tasks.
2. Experience Requirement: Bidders must demonstrate a minimum of five years' verifiable experience installing cementitious, epoxy, and pre-fabricated epoxy terrazzo flooring systems. Individual terrazzo projects should range from \$25,000 to \$1,000,000 or more in value. Please provide documentation of at least five completed projects within this cost range over the past five years, including client contact information for verification.

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 14 business days from the date of the signed notice to proceed.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** The Vendor will be required to perform the following services for the City of Ocala:

This project will include demolition, removal of existing flooring, and substrate preparation.

This project includes installing new terrazzo flooring covering approximately 1,500 square feet at the City of Ocala City Hall, located at 110 SE Watula Avenue, Ocala, FL 34471. Tasks include removing existing flooring materials—such as slate, tile, or other surfaces—and replacing them with a new terrazzo flooring system. The epoxy matrix terrazzo will be applied at a thickness of 3/8". All installation procedures must adhere to the manufacturer's guidelines and follow additional specifications that will be provided during the required pre-bid meeting.

Prior to the installation of the new terrazzo system, floor leveling must be conducted using approved concrete leveling compounds and feathering materials. Anti-crack and anti-fracture suppressant membranes are to be incorporated as integral components of the terrazzo flooring system.

In order to minimize disruption to standard business operations, the majority of work will be scheduled outside regular hours and during weekends. All areas outside the established construction boundaries

are required to be maintained in a clean and protected condition at all times. Work zones must be enclosed using partition systems, either 8 or 10 feet high, constructed with 2" x 4" studs, and fitted with polyethylene or plastic sheeting extending from floor to ceiling to ensure minimal disruption to routine operations. All new terrazzo shall be protected during the curing period.

The contractor must protect allocated staging, storage, and work spaces to mitigate public exposure to dust, noise, fumes, and similar hazards, while maintaining a safe environment. Adjacent finishes, walls, doors, casework, and mechanical, electrical, and plumbing components must also be safeguarded during demolition.

Contractors must agree to perform all work in accordance with the scope of work provided. Contractor shall use an adequate number of qualified workers who are thoroughly trained in the techniques required to properly complete the work specified. Contractor will own or have access to the equipment necessary to meet all safety, insurance, and technical requirements of the City of Ocala and local, county, state, and federal regulating authorities.

The grand total bid price shall be reflected on the Supplemental Bid Form.

The total contract award allocation is not to exceed \$75,000 plus a 10% contingency account to address miscellaneous unforeseen conditions and/or repairs.

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 3:00 PM – 6:00 AM Monday through Friday. Vendor shall provide 48-hour advance notice to the 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 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 the 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. Subcontracting any portion of the terrazzo work is not permitted. Bidder must be able to self-perform all terrazzo work and associated services required under this solicitation. Bidder must be able to confirm the ability and capacity to complete all required work without the use of subcontractors.

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 are not limited to:

- A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonably neat condition.
 - B. The work site will be completely cleaned after each day of work.
 - C. Vendor shall legally dispose of debris.
2. **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 five-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: City of Ocala, 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 amount must include all direct and indirect costs to complete the project.