

BACKGROUND

Contractor shall provide all labor, equipment, tools and applicators necessary to provide one time weed control at Ocala Electric Utility (OEU) substations throughout the City. These services shall consist of chemical and mechanical methods, including applying herbicide/pre-emergent on the gravel covered interior grounds at approximately twenty (20) electric substations located throughout the City of Ocala as listed in **Exhibit B – Substation Locations**.

LICENSING AND EXPERIENCE REQUIREMENTS

Contractor must possess and maintain a **Florida Commercial Right of Way Applicator license** to use restricted strength herbicides. You may call Florida Department of Agriculture and Consumer Services (FDACS) at (850) 617-7997 for answers to your questions regarding the license or follow the link below: <http://edis.ifas.ufl.edu/pi185>

In order to begin working, you must provide the City with proof of license. Please upload a copy of your license in the section "Required License". Otherwise, the contract will be awarded to the next lowest Bidder possessing the proper license.

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.

CONTRACT TERM/DELIVERY TIMELINE

1. **Term:** The resulting contract will be for an initial term of one year.
2. **Renewals:** One (1) optional, two-year renewal term.
3. The required start time after the City issued Notice to Proceed (NTP) shall be a maximum of 7 days. Work must be completed within **thirty (30)** days of NTP.

PROJECT SUMMARY

1. **Specifications:** The Vendor will be required to perform the following services for the City of Ocala:
 - a) All vegetation located inside the substation must be treated and killed with professional strength herbicide.
 - b) A 100% coverage and 90% kill rate is required for all spraying.
 - c) Pre-emergent for vegetation must be applied to the entire gravel covered ground at all substations to inhibit new growth. Please see Exhibit C – Square Footage of Substation Locations.
 - d) Proper equipment must be used to apply herbicide/pre-emergent.
2. **Working Hours:** The City of Ocala Electric Utility normal working hours are Monday through Thursday 7 am to 5 pm. Contractor shall observe City's holiday schedule. Scheduling of work, and work conducted outside of normal work hours must be approved and coordinated with the City Project Manager.

VENDOR EMPLOYEES AND EQUIPMENT

1. Contractor is responsible for verifying that all employees providing services to the Ocala Utility Service (OUS) possess a valid Florida driver's license and possess the required license(s).

2. Contractor shall not assign/subcontract any work without the prior written approval of the Ocala Utility Service (OUS). The OUS reserves the right to decline any assignments/subcontracting.
3. All contractor employees are required to wear shirts or have a badge which identifies their company, and all trucks belonging to the contractor must bear the company's name.
4. At least one (1) crewmember must communicate fluently in English.
5. Contractor shall ensure that all of its personnel are properly qualified, trained, certified and licensed in accordance with all applicable local, state and federal rules, regulations laws, and standards to perform the work assigned
6. All damages are to be reported to the User Department where final decision will be made (by the City) as to replacement and/or repairs. All replacement and/or repairs will be performed at no additional cost to the City.
7. 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 rains or other inclement weather conditions. No additional compensation will be made for delays caused by the inclement weather
8. Contractor will be responsible for performing work necessary to meet the City's standards in a safe, neat, and high-quality workman-like manner using only accepted methods in carrying out the work and complying with all Federal, State, and Local laws. All work shall conform to all existing governing authorities Codes and Regulations. The work must be accomplished with professional methods and standards of the trade. The Contractor shall be responsible for the provision of adequate and proper safety precautions for both the workmen and all persons in or around the work area.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. No smoking is allowed on City property or projects.
15. Vendor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.

VENDOR RESPONSIBILITIES

1. Contractor is responsible to visit each site prior to bidding. All electric substations are visible from the road and can be viewed from that vantage point. There will be no scheduled walk through or site visits. By submitting a quote, you are certifying you have viewed all areas.
2. 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.
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.

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.

SAFETY

1. The Contractor(s) 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.
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.

INVOICING

All original invoices will be sent to: Lisa Crouthamel, Project Manager, Electric Department, 1805 NE 30th Ave Bldg. 400 Ocala, FL 34471, email: lcrouthamel@ocalafl.org, Telephone: (352) 351-6646.

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. Award will be made to the lowest lump sum that meets the requirements within this solicitation.