

**BACKGROUND**

The City of Ocala is requesting bids from experienced Contractors to provide Citywide Commercial Pressure Washing services as needed to the City of Ocala. The Contractor will provide all materials, labor, and equipment necessary to complete the jobs.

The City of Ocala reserves the right to award to multiple Contractors for the services listed above if it is in the best interest of the City.

**EXPERIENCE REQUIREMENTS**

1. **Experience Requirement:** Bidder must possess three (3) years' experience in providing pressure washing services.

**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 two (2) years.
2. **Renewals:** Two (2) optional, one-year renewal term.
3. **Renewal Pricing Increases.** Pricing shall remain firm and fixed during the Initial Term of this Agreement. Any renewal price adjustment shall be subject to negotiation and must be approved by the City of Ocala. Contractor shall submit a written request for price adjustment identifying the reason for the price increase, and attach suitable documentation in support of same, no less than **NINETY (90) DAYS** prior to the expiration of the then existing Contract Term. No retroactive price adjustments will be allowed. Pricing increases shall not exceed the lesser of: (i) the amount of the percentage increase reflected in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, based upon the most recent **TWELVE (12) MONTH** period; or (ii) **THREE PERCENT (3%) ANNUALLY** unless there are mitigating market conditions.

**SERVICES**

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

**PROJECT SUMMARY AND HOURS**

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

- Any cleaning solutions used must be environmentally safe products. No hazardous or toxic products may be used.
- Contractor is responsible for all cleaning solution containers.
- A water source will be supplied at no cost in most cases. Contractor must have the appropriate equipment to reach the water source.
- All landscaping must be returned to original condition or better.
- Buildings shall not have any debris on doors, glass, or buildings when pressure washing is completed.
- A company vehicle with name visible must be used when servicing this contract.
- All workers must always wear a company shirt.

**Pressure Washing:** Protect surrounding area from overspray or damage from chemicals used. Provide barriers to keep staff and citizens away from area being cleaned or perform work outside of normal business hours as required for the completion of projects. If working at night, provide adequate lighting to perform quality cleaning and final product.

**Soft Washing system**

- All Painted Surfaces
- Brick Pavers/Masonry
- Steel/Aluminum
- Vinyl Siding
- Cellular PVC
- Stucco
- EIFS (Exterior Insulation and Finishing Systems)
- Natural Wood
- Rust Removal-as requested by the City of Ocala.
- Concrete

All surfaces must be cleaned with the appropriate pressure and water temperature per manufacturer/ material recommendations.

- All areas are to be pressure washed must be pre-treated with a 6% solution of both bleach and soap.
- Post clean all surfaces with a 6% solution of chlorine.
- The finished product should not show any lines, streaks or circle patterns from pressure washer or disk.

All materials used for this contract must be used according to manufacturer instructions. Detergents, degreasers, and other chemicals used must be appropriate for the surface being cleaned. Contractor should provide a list of equipment owned and chemicals they plan to use for cleaning with their proposal. MSDS data sheets must also be included for all chemicals used in the cleaning process.

**Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Contractor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request.

### **CONTRACTOR EMPLOYEES AND EQUIPMENT**

1. Contractor must utilize competent employees in performing the work. Employees performing the work must be properly qualified as required by the scope/project.
2. The Contractor shall provide an assigned Project Manager, who will be the primary point of contact. Contractor must always provide a valid telephone number and address 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 Contractor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Contractor must each be promptly notified by the other of any complaints received.
4. The employees of the Contractor 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. Contractor 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. Contractor 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. **AMOUNTS DUE TO THE CITY.** Contractor/Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor/Contractor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.

### **CITY OF OCALA RESPONSIBILITIES**

1. The City of Ocala will furnish the following services/data to the Contractor for the performance of services:
  - Access to City buildings and facilities to perform the work.
  - Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Contractor's responsibilities.
  - Provide office facilities for the Contractor, if needed.
2. The City reserves the right to purchase any materials for the Contractor to use. The Contractor shall not charge a mark-up fee for material furnished by the City.

**SAFETY**

1. The Contractor 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 Contractor'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 Contractor's responsibility.

**INVOICING**

1. All original invoices will be sent to: John King, Project Manager, Facilities Department, 1805 NE 30<sup>th</sup> Avenue Ocala, FL 34470, email: JKing@ocalafl.org.
2. Contractor will invoice at least once a month.
3. Contractor 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.
3. Bids will be received on a **Price Per Square Foot basis**. The City will pay the Contractor only for the actual square feet that the Contractor provides services/completes.
4. Award will be made to the lowest bidder meeting all requirements outlined herein.