

**BACKGROUND**

1. The City of Ocala requires the services of an experienced vendor to provide deep cleaning and pressure wash services for parking garage located at 201 East Fort King Street, Ocala, FL 34471.
2. Vendor will provide all materials, labor and equipment necessary to complete this service.
3. The downtown parking garage was constructed in 2015 and these cleaning services has never been completed. The garage has 401 parking spaces, three parking levels and two stairwells.

**EXPERIENCE REQUIREMENTS**

1. **Experience Requirement:** Bidder must possess three (3) years' experience in providing parking lot/garage cleaning services.

**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**

1. **Term:** The resulting contract will be for an initial term of three years.
2. **Renewals:** Two (2) optional, one-year renewal terms.

**PROJECT SUMMARY**

1. **Project Summary:** The Vendor will be required to perform the following services for the initial deep cleaning of the parking garage:

**All of these services are included with the initial cleaning:**

- Blow out any excess debris from the parking garage floors and stairwells with backpack blowers.
- Pretreat any oil stains in parking garage floors with a degreaser.
- Pressure clean all parking garage floors with 3500 – 4000 psi machines and surface cleaners reclaiming the contaminated water.
- Pressure -wash all stairwells.
- Pressure-wash the walls on the top floors that are exposed to the elements.
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**Bidders will be required to upload a chemical list along with Safety Data Sheets for any chemicals intended to be used for the project**

**NOTE:** Rinse any remaining residue to ensure a proper cleaning reclaiming contaminated water. Water containing degreasers and/or chemicals cannot be washed into the streets.

2. **Work Schedule:** The parking garage must be closed in order for the deep cleaning and will probably be done on a weekday preferably between the hours of 11 p.m. to 6 a.m. Vendor will coordinate the schedule with the City Project Manager once a contract has been executed.

## WRITTEN QUOTES

1. The Vendor shall submit a detailed written estimate of the proposed services prior to any work being performed by the Vendor after the initial cleaning. Written quotes shall be submitted within three (3) days of the initial request by the City.

## 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.
2. Vendor must provide a valid telephone number 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 all required equipment to perform the work.
8. All company trucks must have a visible company name/logo on the outside of the vehicle.

## 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.

## 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.

**INVOICING**

1. All original invoices will be sent to: Holly Lang, Project Manager, Growth Management Department, 201 SE 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Ocala, FL 34471 email: [hlang@ocalafl.org](mailto:hlang@ocalafl.org)
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 provide lump sum cost for the initial service for the first year. Lump sum amount must include all direct and indirect costs to complete the project.
2. Bidder must provide unit prices for all line items for subsequent maintenance cleanings for the duration of the contract.
3. Award will be made to the lowest bidder meeting all requirements outlined herein based on the initial cleaning pricing. However, all line-item cost must be within industry standards.