

## BACKGROUND

1. The City of Ocala requires the services of an experienced vendor to conduct inspections of the automatic fire protection systems and alarms located in City buildings in accordance with NFPA 25 standards.

## LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be a licensed sprinkler contractor in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess five (5) years of experience in providing fire protection system inspections.

## 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 with the option of two (2), one (1) year renewals.
2. **Renewals:** Two (2) optional, one-year renewal terms.
3. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Price increases shall be based on the CPI-U and Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.
4. **Lead Time:** The maximum acceptable lead time on materials is two (2) weeks.

## DELIVERY

1. Supplies will be delivered or shipped to Fleet Management, 1805 NE 30<sup>th</sup> Avenue, Building 200, Ocala, FL, 34470.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

## PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** The Vendor will be required to perform the following services for the City of Ocala. This scope of work outlines the inspection services for automatic fire protection systems and alarm systems, in accordance with NFPA 25 standards, ensuring system functionality, safety, and compliance:
  - a) Inspection Overview
    - i) Conduct detailed inspections of all automatic fire protection systems and alarm components to verify operational readiness and compliance with NFPA 25 standards.
    - ii) Document and report any issues, deficiencies, or areas in need of repair or maintenance.
  - b) Inspection Activities

- i) Visual Inspection: Examine all visible components of the fire protection system, including piping, fittings, supports, and sprinkler heads, to check for physical damage, corrosion, or obstructions.
  - ii) Sprinkler Heads: Inspect each sprinkler head to confirm proper orientation, clearance, and cleanliness. Ensure heads are free from damage and any obstructions.
  - iii) Control Valves: Verify that control valves are accessible, correctly positioned, properly labeled, and free of tampering. Test to confirm proper operation.
  - iv) Water Flow and Pressure Testing: Conduct water flow and pressure tests to ensure system parameters align with NFPA 25 requirements.
  - v) Alarm Devices and Panels: Test all alarm components, including alarm panels, notification devices, and system monitoring equipment, to verify functionality and ensure alarms are accurately reporting.
  - vi) Pressure Gauges: Inspect pressure gauges for accurate readings and confirm they are in good working condition.
  - vii) Backflow Prevention Devices: Check backflow prevention devices to ensure they are operating effectively, preventing contamination of water supplies.
  - viii) Fire Department Connections (FDCs): Confirm FDCs are accessible, labeled, and operable as per NFPA standards.
- c) Inspection Components  
The Inspections shall include, but are not limited to, the following components:
- i) Wet Sprinkler Systems
    - (a) Inspect sprinkler heads for proper orientation, cleanliness, and ensure they are free from obstructions.
    - (b) Examine piping, fittings, hangers, and supports for signs of leaks, corrosion, or damage.
    - (c) Conduct functional testing, including flow and pressure tests, to confirm system readiness.
    - (d) Check control valves for correct positioning, accessibility, and operability.
  - ii) Backflow Prevention Devices
    - (a) Inspect backflow devices for proper function to prevent cross-contamination of water supplies.
    - (b) Verify accessibility and test devices to ensure they meet NFPA 25 standards.
  - iii) Fire Pumps
    - (a) Perform operational checks of fire pumps to confirm they meet pressure and flow specifications.
    - (b) Inspect the pump, motor, and controller, as well as associated gauges, for proper function.
    - (c) Verify that all safety and control devices are in working order and properly labeled.
  - iv) Range Hoods
    - (a) Inspect fire suppression systems in range hoods for proper operation and readiness.
    - (b) Confirm that nozzles are clear, and suppression agent levels are adequate.
    - (c) Verify that control panels, alarm connections, and other components are functional.
- d) Inspection Frequency  
i) Perform inspections on a schedule consistent with NFPA 25 standards, which may include quarterly, semi-annual, and annual inspections based on component and system type.
- e) Documentation and Reporting  
i) Provide detailed inspection reports that include findings, test results, and any identified deficiencies or corrective actions.

- ii) Submit reports to the designated authority or property manager, noting any urgent maintenance requirements to maintain system functionality.
  - f) Follow-up and Maintenance
    - i) Recommend and schedule necessary maintenance or repairs based on inspection findings to ensure continued compliance and performance.
    - ii) Coordinate follow-up inspections as required after repairs are completed.
  - g) Compliance and Certification
    - i) Ensure that all inspections meet NFPA 25 standards and adhere to local codes and regulations.
    - ii) Issue certification of inspection completion and compliance, as required.
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 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Vendor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request.

### 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.

### 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 30% 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.

### WARRANTY

1. Vendor will provide a one-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: Gary Crews, Project Manager, Facilities Management Department, 1805 NE 30th Avenue, Building 200, Ocala, FL 34470, email: Facilities@ocalafl.gov.
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 upload a completed Price Proposal with their response.
2. Bidder must bid on all line items, with the exception of optional items.
3. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.

4. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides, installs, or constructs.  
OR Bids will be received on a lump sum basis. Lump sum amount must include all direct and indirect costs to complete the project.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.