

PROJECT DETAILS

1. The City of Ocala requires the services of a professional sand consultant to oversee the following:
 - Assist with planning, marketing, advertising/promoting including social media, and implementing Ocala's live sand sculpting event
 - Provide marketing assets for the event that the City can utilize in advertising
 - Assist with sand consulting for City sand acquisition
 - Provide schematics of sand boxes/containers for sculptures for City to build
 - Provide, coordinate, oversee, and manage 6 sand sculptor competitors for the event including travel
 - Provide on-site sand preparation and consultation the week leading up to the event
 - Manage and coordinate sculptors the week leading up to and competition day of event
 - Create one Welcome sand sculpture with City and sponsor logos
 - Oversee competition and awards day of event including coordination and training of judges
 - Provide sand competition rubric for scoring
 - Any other sand event and sculptor needs as they arise
 - Size of each sandbox will be either 10'x10' or 12'x12' (to be finalized during the planning phase).
 - Volume of sand per box will be up to the consultant to advise the City what's best for large-scale three-dimensional sculptures.
 - City will handle all sand acquisition and delivery to event site.
 - City will provide both staff and equipment necessary for sand placement and preparation (consultant shall assist with overseeing sand compaction and preparations).
 - Budget is \$31,000 and it encompasses all aspects of the project (including award prizes, hotel accommodations, meals, and travel expenses for the 6 sculptors and consultant). *City is looking into sponsorships to offset hotel and meal costs and that will be made known at a later date.*
 - Event dates and times:
 - May 11 – May, 2026 (preparation)
 - May 16, 2026 from 10am – 5:00pm (duration of event)
2. Bidders can respond to listing by submitting their proposal to bids@ocalafl.gov no later than 2:00 P.M. on November 19, 2025. NO EXCEPTIONS TO OPENING TIME WILL BE ALLOWED. Any questions relative to any item(s) or portion of this Invitation to Bid should be directed to David Williams, Buyer, dwilliams@ocalafl.gov (352-629-8350).
3. **THE REQUIRED METHOD OF RESPONDING TO THIS BID IS TO BID BY EMAIL AT BIDS@OCALAFL.GOV – IF NOT FAMILIAR WITH THIS METHOD, PLEASE CONTACT David Williams.**

EXPERIENCE REQUIREMENTS

1. Vendor must possess a minimum of 1 years experience in providing sand consulting or sand sculpture 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.

*****City will handle all permits and vendor registration**

INVOICING

1. All original invoices will be sent to: Emily Parkman, Project Manager, Cultural Arts, 201 SE 3rd St, 2nd Floor, Ocala, FL, email: eparkman@ocalafl.gov
2. Contractor will invoice at least once a month or throughout the project as required. Payment will be contingent on project status.

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 bidder meeting all requirements outlined herein.
3. The City reserves the right to reject any or all bids, including without limitation the rights to reject any or all non-conforming, non-responsive, unbalanced, or conditional bids. The City further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsive.
4. In the best interest of the City, the City has the sole discretion and reserves the right to accept bid(s); to make award(s) by individual item, group of items, aggregate or none, or any combination thereof to one or more suppliers; to reject any or all bid(s); to waive any minor irregularities or technicalities; to extend, postpone or cancel this solicitation, in whole or in part; and to re-advertise with identical or revised specifications all in the best interest of the City. When it is determined that there is a lack of competition to the lowest responsive bidder, evaluation of other bids is not required.