

**BACKGROUND**

The City of Ocala seeks a qualified and experienced Contractor to provide electric meter and related equipment recycling and disposal services. The Contractor shall furnish all labor, management, materials, equipment, transportation, and fuel necessary to perform the operations required for these services, as needed, from the City of Ocala's Electric Utility Complex located at 1805 NE 39<sup>th</sup> Avenue, Building #700, Ocala, FL 34470. Pick-up and disposal of materials shall be at no cost to the City and Contractor must provide certificate of disposal. The quantity of meters picked-up for recycle and disposal during the previous annual term was 4,500.

**INSURANCE REQUIREMENTS**

In addition to the City's Standard Insurance Requirements, Contractor will be required to procure and maintain the following insurance policies:

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 2 years.
2. **Renewals:** Two one-year renewals.

**ADDITIONAL PRICING**

1. In the future, if additional types of meters are needed to be disposed of, the City and the Contractor shall negotiate a mutually agreed upon purchase price.

**CONTRACTOR RESPONSIBILITIES**

1. Services provided by Contractor are to be coordinated with the City Project Manager, City Project Manager, Beau Spears, Ocala Electric Utility, 1805 NE 30<sup>th</sup> Avenue, Building 400, Ocala, FL 34470, Phone: (352)572-0360, E-Mail: [bspears@ocalafl.org](mailto:bspears@ocalafl.org). Contractor must provide a valid telephone number and address to the City Project Manager. Contractor's phone must be answered during normal working hours, or voicemail must be available to leave a message.
2. Contractor shall have the ability to perform and carry out the services necessary to complete the assigned project in a professional manner. At a minimum, this work shall include:
  - Contractor shall be responsible for performing the work necessary to meet City standards in a safe, neat, and a high-quality workman-like manner using only industry accepted methods. All work shall conform to all existing governmental requirements.
  - Contractor acknowledges and agrees that it has made itself fully aware of and agrees to comply with the policies and procedures of the City of Ocala and all local, state, and Federal

laws, regulations, ordinances, and permitting requirements related to the provision of services.

- Contractor must utilize competent employees to perform the required services. At the request of the City, the Contractor shall replace incompetent, unfaithful, abusive, or disorderly person in his or her employ.
  - All Contractor's employees must wear shirts and/or badges which identify the company at all times while working on City property.
  - Contractor's employees must abide by the City's No Smoking Policy.
3. The Contractor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
  4. Contractor is responsible for any and all damages caused by Contractor's activities to include, but be not limited to, damage to buildings, curbing, pavement, landscaping, or irrigation systems. Should any public or private property be damaged or destroyed, Contractor shall repair or make restoration to any destroyed or damaged property in a manner acceptable to the City no later than one (1) month from the date damage occurred at Contractor's sole expense.

#### CERTIFICATE REQUIREMENTS

1. **R2 Certification:** Contractor must possess a R2 Certificate. This document must be uploaded under the "Required Certificates" section of this solicitation.
2. **Certificate of Disposal:** Upon completion of disposal of equipment, Contractor must provide Certificate of Disposal for each group of items destroyed. Contractor must provide all certificates to the City Project Manager, Beau Spears, Ocala Electric Utility, 1805 NE 30<sup>th</sup> Avenue, Building 400, Ocala, FL 34470, Phone: (352)572-0360, E-Mail: [bspears@ocalafl.org](mailto:bspears@ocalafl.org).

#### INVOICING

1. All original invoices shall be sent to: City Project Manager, Beau Spears, Ocala Electric Utility, 1805 NE 30<sup>th</sup> Avenue, Building 400, Ocala, FL 34470, Phone: (352)572-0360, E-Mail: [bspears@ocalafl.org](mailto:bspears@ocalafl.org).

#### PRICING AND AWARD

1. Bids will be received on a unit price basis.
2. Award will be made to the highest bidder meeting all requirements outlined herein.