

BACKGROUND

1. The City of Ocala requires the services of an experienced audiovisual vendor to provide, deliver, and install a new public address (PA) and audio system at the Discovery Center located at 701 NE Sanchez Avenue, Ocala, FL 34470.
2. The Discovery Center will use this PA system to make routine and emergency announcements and provide background music throughout the 2-story building. Vendor will provide all the equipment, materials, and labor necessary to complete project.
3. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

EXPERIENCE REQUIREMENTS

1. **Experience Requirement:** Vendor must possess at least (5) years of experience with the installation and support of commercial audio products and systems.
2. Vendor must provide at least **three (3) similar projects** that have been completed for these types of services with bid submission. Upload this information in the section listed "Sample Projects" in the solicitation upload section.

PROJECT SUMMARY

1. **The Vendor will be required to perform the following services for the City of Ocala:**
 1. Provide and install a new permanent PA system throughout the building allowing the playing of music or making announcements throughout the building simultaneously.
 2. This project will be a new installation. All equipment and related components and/or wiring must be in current production and not discontinued.
 3. Audio components and amplifiers to be placed inside a staff office or non-public area. The desktop push-to-talk microphone, or equivalent product, shall be placed at the main reception desk.
 4. **Audio equipment to include, at minimum** (or **EQUALIVENT**):
 - (16) Atlas PM8CX-B speakers, or equivalent product to be hung from the ceiling of the 2nd floor exhibit area.
 - Four speaker zones (from front to back) on the 2nd Floor to allow for four simultaneous and independent audio sources (e.g., playing music toward the back of the room or playing specific music in different areas at the same time).
 - Unspecified number of speakers mounted on first floor hallway and classroom ceiling tiles.
 - (1) Amplifier, Atlas HPA 1204 70V, or equivalent product, to power the speakers.
 - (2) Shure QLX-D mic systems, or equivalent product, that include both a handheld and lavalier mic each.
 - (1) Denon DN-300Z CD/MP3 player, AM/FM radio with USB and Bluetooth capabilities.
 - (1) a Rolls RM424 mixer, or equivalent product.
 - (1) Middle Atlantic PTRK-14MDK rolling rack, or equivalent product. Needs to be lockable. Furman PL8-C power conditioner to be a or equivalent product.

- Related or additional wiring, conduit, and other components needed to connect and operate the audio equipment.

NOTE: Substitutions to the listed equipment are acceptable, but any substituted/equivalent equipment must meet or exceed all listed specifications. All substitutions are subject to approval by the City. This information must be submitted in the section labeled **“Equipment Specifications.”**

Submittal Requirements

Bidders must provide a detailed explanation of the intended installation process of PA and audio system. This information must be submitted in the section labeled **“Installation Process”**.

VENDOR REQUIREMENTS

1. Vendor to set a “normal operating volume” level for all channels/devices.
2. Vendor must be able to provide and install commercial-grade audio equipment. Vendor must comply with all current commercial audio and any applicable electrical standards.
3. Vendor to supply and provide their own hand tools, ladders, lifts, or other needed installation equipment.
3. Vendor is responsible to provide all safety-related personal protection equipment.
4. 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.
5. 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 to the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
6. 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.
7. 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.
8. No smoking is allowed on City property or projects.
9. Vendor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
10. All company trucks must have a visible company name/logo on the outside of the vehicle.
11. **Deliverables:** The Vendor shall provide the sound system components, installation materials and/or wiring, and all equipment manuals and warranty paperwork to City staff. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
12. **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.

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. Project must be completed in **30** days of the notice to proceed (NTP) date, the start date of the on-site work.

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, and other information prepared by/for the City of Ocala pertinent to the Vendor's responsibilities.
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 are compatible with 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 75% of the work with their own forces. The use of a third-party shipping company is acceptable and not counted as part of the work percentages.
2. Services assigned to sub-contractors must be approved in advance by the Discovery Center 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 their 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: All debris shall be removed from the premises.

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 shall be emailed to: Chandler Reeder, Discovery Center, 701 NE Sanchez Ave, Ocala, FL 34470. Email: creeder@ocalafl.gov.
2. Vendor will invoice at least once a month.

PRICING AND AWARD

1. Bids will be received on a lump sum basis. The lump sum amount must include a sound system design, delivery, on-site installation, etc. Award will be made to the lowest, responsive bidder meeting all requirements within scope of work.