

**BACKGROUND**

1. The City of Ocala requires the services of an experienced vendor to provide herbicide, pesticide, fertilizer and irrigation goods supporting the Recreation & Parks department/operation of turf maintenance on an ongoing and as needed basis. The various products are listed on Exhibit B- Price Proposal.

Bidders must provide a bid response based on the brand names listed in the line specifications, or an equivalent equal to the brands specified. If bidding an equivalent, please provide name of equivalent brand, Label and Material Safety Data Sheet (MSDS) for product. If an equivalent is provide must provide name of equivalent brand, and provide Material Safety Data Sheet (MSDS) for product.

**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/DELIVERY TIMELINE**

1. **Term:** The resulting contract will be for an initial term of 3 years.
2. **Renewals:** One (1) optional, two-year renewal term.
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. Prices 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.

**DELIVERY**

1. Supplies will be delivered or shipped to Parks Operation Center, 1307 NW 4<sup>th</sup> Ave, Ocala, FL 34475
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.
3. The majority of items will be pick-up by City staff the day of as needed in the field.

**INVOICING**

1. All original invoices will be sent to: William Rodriguez-Cayro, Project Manager, Recreation & Parks Department, 1307 NW 4<sup>th</sup> Ave, Ocala, FL 34474, [Wcayro@ocalafl.gov](mailto:Wcayro@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. Line item cost must include shipping/delivery costs.
3. The quantities in Price Proposal are estimated 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.
5. Award will be made to the lowest bidder meeting all requirements outlined herein. The City reserves the right to award multiple vendors.