

BACKGROUND

1. The City of Ocala invites bids from qualified Florida Licensed Roofing Contractors. The scope of work includes providing all materials, labor, supervision, tools, equipment, permits, fees, testing, surveys, mobilization, inspections, certifications, and accessories for the total repair of the roof system at the Ocala Police Department building located at 402 South Pine Avenue, Ocala, Florida 34471.
2. Contractor shall provide a valid telephone number and address to the City Project Manager. The phone must be answered during normal working hours, or voicemail must be available to leave a message.
3. All work shall be coordinated with City Project Manager, Gary Crews, 1805 NE 30th Avenue, Building 1000, Ocala, Florida 34470, Telephone: (352) 351-6796, E-Mail: gcrews@ocalafl.gov.
4. **Non-Mandatory Site Visit:** Ocala Police Department, 402 South Pine Avenue, Ocala, FL, 34471

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirements:** Bidder must be a licensed **General or Building Contractor** in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess three years' experience in providing residential rehabilitation 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.

PERMIT AND SPECIFICATION REQUIREMENTS

1. **Permits Required:** Contractor will be responsible for obtaining the following City of Ocala permits at no additional cost to the City:
 - Roof
2. No work shall commence, nor will any permits be issued, until all associated contracts have been approved and signed by all applicable parties involved.
3. **Estimated Permit Cost/Allowance:** \$150.00
4. **Permit Fee Schedule:** For information regarding permitting fees, please visit the following link: <https://www.ocalafl.org/home/showpublisheddocument/490/637545367420930000>
5. **Construction Permit Applications:** For construction permits and related documents, please visit: <https://www.ocalafl.org/government/city-departments-a-h/growth-management/building/construction-permits>
6. **Specifications:** All work must be performed in compliance with the Florida Building Code, latest edition. For information, please visit the following link: <https://floridabuilding.org/c/default.aspx>
7. The City Project Manager shall approve any variation from specified materials.
8. All materials shall be commercial grade.
9. The Contractor must always have the above listed documents in addition to up-to-date copies of shop drawings, plans and bid document at job sites.

PROJECT SUMMARY AND WORKING HOURS

1. **Project Summary:** Contractor shall perform the following services for the City of Ocala:
 - Remove and repair damaged polyurethane foam and blisters from current roof system
 - Utilizing Roof Foam Scarfer machine remove surface layer and level of the entire roof system
 - Supply and install manufacturer approved foam primer to all scarfed foam
 - Supply and install new polyurethane foam at a minimum rate of 1.5" to entire roof area
 - Supply and install additional polyurethane foam to pitch roof to the drains to mitigate ponding water
 - Supply and install manufacturer approved foam primer to all new foam
 - Seal all flashings and pipes and roof details using a Henry Roof System Silicone or approved equal silicone and butter grade product
 - Supply and install a Henry Roof System Silicone or approved equal silicone coating at a minimum rate of 22-25 dry millimeters, to entire roof system.
 - Provide a 15-year product warranty
 - Provide a 3-year labor and workmanship warranty
2. **Working Hours:** The normal/standard working hours for this project are 8:00 AM – 5:00 PM Monday through Friday, excluding holidays.
3. Saturday work must be approved, in writing, at least forty-eight (48) hours in advance.
4. Contractor will be responsible for inspector's overtime.
5. No work will be permitted on weekends or City-observed holidays.
6. Contractor shall not receive any additional compensation for work done outside of normal working hours.

LIQUIDATED DAMAGES

1. The Contractor shall pay the City **\$100.00** for each calendar day that expires after the time specified for completion, until work is completed.
2. Nothing in this section is intended to limit the right to obtain injunctive relief or any and all relief as may be appropriate. Permission allowing the Contractor to continue and finish any part of the work after the time fixed for its completion or after the date to which the time for completion may have been extended shall in no way operate as a waiver on the part of the City of any of its rights under this solicitation.

CONSTRUCTION TIMEFRAME

1. **Construction Time:** The required start time after the City-issued Notice to Proceed (NTP) shall be a maximum of ten (10) calendar days to begin work. Work will be completed and ready for final payment within **forty-five (45)** days of the issued NTP.
2. **Weather Days:** The Contractor shall submit a written request to the City Project Manager (email is the preferred method) for additional days for which work is suspended or delayed by weather. Weather days shall be reconciled with each monthly pay application for the time period which the application is submitted and shall be final. Contractor performance and execution of work will be considered in the determination for granting additional days.
3. **Lead Time:** The maximum acceptable lead time on materials is two (2) weeks. The City shall issue a Notice to Proceed (NTP) upon notification of receipt materials by Contractor.

CONTRACTOR EMPLOYEES AND EQUIPMENT

1. Contractor 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. Contractor shall provide an assigned project manager, who will be the primary point of contact. Contractor must provide a valid telephone number, email, 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 Contractor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Contractor must each be promptly notified by the other of any complaints received.
4. Contractor's employees must wear suitable work clothes and personal protective equipment as defined by OSHA (hard hats, bucket harnesses, etc.) and meeting Manual on Uniform Traffic Control Devices (MUTCD) and National Electrical Safety Code (NESC) requirements as indicated for all work conducted and be as clean and in as good appearance as the job conditions permit.
5. Contractor shall 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. Contractor 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 vehicles and uniforms must display a visible company name/logo.

CONTRACTOR RESPONSIBILITIES

1. Contractor shall complete all work performed under this contract in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. Contractor shall obtain and pay for any licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Construction/Installation shall be performed in compliance with all requirements and instructions of applicable manufacturers.
4. The Contractor/Bidder must have up-to-date copies of applicable shop drawings, plans, and bid documents at the job site at all times.
5. **Site Issues:** If at any time there are issues on a site, Contractor must contact the City Project Manager for assistance.
6. If the Contractor is advised to leave a property by the property owner or their representative, the Contractor shall leave at once without altercation. Contractor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
7. Contractor 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 Contractor, 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.
8. The contractor must be approved and certified by the primary material manufacturer.
9. The contractor must provide a list of 3 projects of equal size and difficulty within a 200

mile radius using the specified roof system.

10. The contractor must provide a knowledgeable foreman who understands all aspects of the manufacturer's specification.

SITE HOUSEKEEPING AND CLEANUP

1. **Waste/Debris:** The Contractor shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees. Contractor will provide approved containers for collection and disposal of waste materials, debris, and rubbish. Contractor shall dispose of debris in a legal manner.
2. **Cleanup:** Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition. Work site will be completely cleaned after each day of work. Sweep all roadways affected by the construction and where adjacent to work daily.
3. **Water Use:** The use of water to prevent the blowing of dust and debris during cutting operations and or cleaning operations is mandatory.
4. **Final Cleaning:** Upon completion of work, clean entire work area/project site as applicable.
 - Leave the work and adjacent areas affected in a cleaned condition satisfactory to the City Project Manager.
 - The Contractor 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.*
 - Broom clean exterior paved driveways and parking areas and hose clean sidewalks and concrete exposed surfaces if impacted by work or included in work area.
 - All furnishings and equipment shall be placed back in the original locations.
 - All work areas must be returned to original condition.

WARRANTY

1. Contractor will provide the material and labor warranty from the date of substantial 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.

SAFETY

1. Contractor is solely responsible for ensuring safety during construction, and for conformance to all applicable OSHA standards; and 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. Job site visits by City staff do not constitute approval, awareness, or liability for any hazardous condition.
3. Contractor shall be responsible for securing their equipment, materials, clothing, and other property.

4. Prior to completion, storage and adequate protection of all material and equipment will be the Contractor's responsibility.
5. In no event shall the City be responsible for any damages to any of the Contractor's lost, damaged, destroyed or stolen equipment, materials, property, or clothing.
6. Provide appropriate safety barricades, signs, etc. Safeguard the public and City personnel, property, materials, supplies, and equipment exposed to contractor operations and activities.

INVOICING

1. All original invoices will be sent to: Gary Crews, Project Manager, gcrews@ocalafl.gov.
2. Contractor will invoice at least once a month or as draws require.

PRICING AND AWARD

1. Bidder must upload a completed **Exhibit B - Price Proposal** with their response.
2. Bids will be received on a lump sum basis. Lump sum amounts must include all direct and indirect costs.
3. Award will be made to the lowest bidder, not including optional line items, meeting all requirements outlined herein.