

## BACKGROUND

1. The City of Ocala is seeking a qualified contractor to supply and install door-lock monitoring (DLMS) system for four (4) elevators. Under the recent amendment to the State of Florida Elevator Code, all existing elevators must adhere to the guidelines outlined in part 3.10.12 of ASME A17.3, the Safety Code for Existing Elevators. This system is designed to keep the elevator securely locked in place until its doors are fully closed, mitigating any potential risk of the elevator moving while its cab doors are still partially or fully open. Implementing this system is crucial for ensuring the safety of passengers within the elevator.
2. **Non-Mandatory Pre-Bid Meeting:** Refer to the listing for the pre-bid meeting date, time, and location. Attendance at this pre-bid meeting is not required to participate in this bid.

## LICENSING AND EXPERIENCE REQUIREMENTS

1. **Experience Requirement:** Bidder must be a licensed Elevator Contractor with the State of Florida and possess five (5) years' experience in providing Elevator Repair Services.

## INSURANCE REQUIREMENTS

*NOTE: STANDARD INSURANCE REQUIREMENTS include General and auto Liability and Workers Comp.*

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

## SCHEDULING AND CONTRACT DEADLINE

Scheduling of all deliveries shall be coordinated with the City Project Manager.

The Contractor must complete this project by August 1, 2024.

## PROJECT SUMMARY/CONTRACTOR RESPONSIBILITIES

- **Project Summary:** The Contractor will be required to perform the following services for the City of Ocala:
  1. Provide the necessary labor and materials to install New Door Lock Monitoring Systems on the following four (4) hydraulic passenger elevators.
    - a. City of Ocala Marion Theatre, 50 S Magnolia Ave, Ocala, FL 34471
      - Thyssenkrupp Dover DMC #46377
    - b. Power Plant Business Incubator, 405 SE Osceola Ave, Ocala, FL 34471
      - Thyssenkrupp Dover DMC #45014
    - c. Police Headquarters, 402 S Pine Avenue Ocala, Florida 34470 (Qty 2)
      - Thyssenkrupp Dover DMC #56213
      - Thyssenkrupp Dover DMC #56214
  2. The contractor must obtain applicable permits(s).
  3. The contractor must provide all required wiring and hardware for 100% completion.

4. The contractor must test and adjust the new DLMS and obtain the required State inspections.
5. The contractor must adhere to all guidelines outlined in the ASME A17.3 Safety Code for Existing Elevators.

**Site Inspections:** All work will be inspected by the Project Manager to ensure compliance with the City of Ocala's Scope of Work and policies.

**Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Contractor shall provide 48-hour advance notice to the City Project Manager for work outside normal shift hours. The city may decline the request.

*City water, electricity, and restrooms are available on-site for the Contractor's use during the completion of this project.*

### 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. The Contractor shall provide an assigned Project Manager, who will be the primary point of contact. Contractor must provide a valid telephone number 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. The employees of the Contractor 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.
5. Contractor will 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 trucks must have a visible company name/logo on the outside of the vehicle.
9. **AMOUNTS DUE TO THE CITY.** Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.

### CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish, the following services/data to the Contractor for the performance of services:
  - A. Access to City buildings and facilities to perform the work.
  - B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Contractor's responsibilities.

**CONTRACTOR RESPONSIBILITIES**

1. The Contractor 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 Contractor shall obtain and pay for any additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Contractor is responsible for any damages not limited to buildings, 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.
4. 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.
5. Data collected by the Contractor 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.
6. The Contractor shall ensure that all documents prepared under this contract have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes Word, Excel, PowerPoint, Access, or any other software as specified and approved by City staff.

**SITE HOUSEKEEPING AND CLEANUP**

1. **Cleanup:** The Contractor shall keep the premises free at all times from the accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not be limited to:
  - A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonably neat condition.
  - B. The work site will be completely cleaned after each day of work.
  - C. Contractor shall lawfully dispose of debris.
2. **Final Cleaning:** Upon completion of work, clean the entire work area as applicable.
  - A. All furnishings and equipment shall be placed back in their original locations.
  - B. All work areas must be returned to their original condition.
  - C. The Contractor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore acceptably 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 debris shall be removed from the premises.*

**SAFETY**

1. The Contractor 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 Contractor's equipment, materials, property, or clothing lost, damaged, destroyed, or stolen.
3. Before completion, storage and adequate protection of all material and equipment will be the Contractor's responsibility.

**WARRANTY**

1. Contractor will provide a one (1) year labor warranty from the date of completion, against operational failure caused by defective material or workmanship which occurs during normal use.

**INVOICING**

1. All original invoices will be sent to: Gary Crews, Project Manager, Facilities Department, 1805 NE 30<sup>th</sup> Avenue, Ocala, FL 34470, email: [Facilities@ocalafl.gov](mailto:Facilities@ocalafl.gov).
2. Contractor will invoice at least once a month.

**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. The lump sum amount must include all direct and indirect costs to complete the project.
3. Award will be made to the lowest bidder meeting all requirements outlined herein.