

**BACKGROUND**

1. The City of Ocala requires the services of an experienced Contractor licensed as a Water Well Contractor in the State of Florida. This project consists of drilling an Upper Floridan Aquifer (UFA) Well #11 at Water Treatment Plant #2 located in 3744 S Pine Ave, Ocala FL. Construction scope and limits are as shown on the plan set in **Exhibit D – Plan Set**.
2. Contractor is responsible for providing all materials, labor, and equipment (in good working condition) to complete the drilling, casings installation, concrete pouring, and testing.
3. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

**CONTRACTOR/BIDDER REQUIREMENTS and QUALIFICATIONS**

1. **Experience Requirement:** The construction of the wells shall be performed by a State of Florida licensed water well Contractor, and the wells shall meet all standards set by the Florida Department of Environmental Protection (FDEP), District, American Water Works Association (AWWA), and the specifications contained herein. All work performed shall be under the direct supervision of a well driller with a minimum of five years of experience in performing similar work. The Contractor, in addition to furnishing the services of a skilled, experienced driller, shall also furnish competent driller's assistants.
2. The City of Ocala will pay the Contractor only for the actual units that the Contractor provides, installs, or constructs on the project.
3. The Contractor and all Subcontractors will be required to conform to the labor standards and employment requirements set forth in the Bid Documents. All work shall be performed under the supervision of a qualified, competent foreman or supervisor.
4. Locate, protect, and relocate any and all underground utilities necessary to complete the work specified in the contract, and verify all field conditions, measurements, and elevations.
5. If work to be done has no line-item unit price in the contract, a written proposal of the work must be agreed upon prior to the work being started.
6. The Contractor, at Contractor's expense, must obtain any commercial licenses the Contractor needs, i.e., a county occupational license or transportation permits required by the Department of Transportation.
7. If, in the opinion of the City's Engineer or their representative, the Contractor's equipment is not capable of satisfactorily performing the work provided for in these specifications, the Contractor shall substitute equipment subject to City approval.
8. The Contractor shall provide casing of the type(s), thickness and diameter(s) specified herein. All casing shall be standard wall, new, first quality material and free of defects in workmanship and handling.
9. All steel casing Must Be American Made and must conform to API Standard 5L, Grade B, ASTM A53, Grade B or better. Casing supplied as plain end pipe shall be provided with ends perfectly squared and beveled for V-notch welding.

10. All materials supplied under this Statement of Work shall be warranted for a period of one (1) year by the Contractor and material manufacturer. The manufacturer's warranty period shall run concurrently with the Contractor's warranty period. The warranty period shall commence on the date of the final acceptance of the work and upon payment of same. The materials and work performed shall be warranted to be free from defects in workmanship and design. Any materials or work that fail during the warranty period shall be replaced and restored to service at no expense to the City.
11. The price for mobilization/demobilization shall include all labor and materials required to prepare site, stabilize and erect rig and provide for support equipment. The price shall include all labor and materials required to rig down and remove all equipment and materials from the site. This price shall also include the cost for transportation to the site and other costs, including site clean-up, directly related to mobilization/demobilization, but not specifically named herein.
12. During construction of the well, all necessary precautions shall be taken to prevent contaminated water, other contaminants, foreign matter or water having undesirable physical or chemical characteristics from entering the wells under construction. Contractor shall also provide for the effective control of water being discharged from the wells during drilling, testing and non-drilling times. The Contractor shall be responsible for constructing any necessary discharge baffles, silt barriers, spreading plates, or impoundments to discharge water in accordance with all applicable permits, rules, and regulations.
13. In the event that the wells become contaminated or that water having undesirable physical or chemical characteristics enters the well because of the neglect of the Contractor, the Contractor shall perform such work or supply such casings, seals, sterilizing agents or other material as may be necessary to eliminate the contamination or shut off the undesirable water, at no additional cost to the City.
14. Contractor will supply any and all materials, mobilization, surveying, labor and equipment needed to complete the project as described in Exhibit D - Plan set.
15. Contractor will supply Provide on-site construction power and wiring, as needed. Provide on-site sanitary facilities as required by Governing agencies. The Contractor will not be permitted to use the City sanitary facilities during construction. Posting of OSHA required notices and establishing of safety programs and procedures.
16. Contractor responsible for reviewing, acknowledging, and pricing accordingly in bid "ALL NOTES TO CONTRACTOR" on Exhibit D - Plan Set.

**GENERAL CONSTRUCTION**

1. Drilling of 20", 26", 32" & 36" Holes, as specified on the Plan Set.
2. Installation of 20", 26" & 32" Steel Casings, as specified on the Plan Set.
3. Installation of Concrete Grouting.
4. Concrete Cavity Filling, as needed.
5. Well Flow Test.
6. Geophysical Logging and Bacteria Test.

**BOND REQUIREMENTS**

1. **Bid Bond:** Bid security equal to five percent (5%) of the total bid amount must accompany each bid. Bid bond will be uploaded in the section of this listing labeled "Bid Bond." The original document will be maintained by the Bidder unless requested to produce by the City.
2. **Public Construction Bond:** The successful Bidder must submit a recorded Public Construction bond in the total amount of the submitted bid.
3. **Maintenance and Guarantee Bond:** The successful Bidder will also be required to furnish a Maintenance and Guarantee Bond for 10% of the total project value, prior to final payment, for a period of one (1) year for labor and one (1) year for materials from the date of final completion.

**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.

*\*The City of Ocala and the State of Florida Department of Environmental Protection (including its employees and officers) must be additional insured. \**

**PERMIT REQUIREMENTS**

1. **Permits Required:** A well construction permit is required from the Marion County Health Department. A well completion report will need to be submitted to the Marion County Health Department for well.
2. The Contractor shall comply with all District and local permitting requirements. The Contractor shall be required to provide a Well Completion Report, as required by 40C-3, FAC, to the City's Project Manager.

**CONSTRUCTION TIMEFRAME**

1. **Construction Time:** Bidder agrees that the Work will be substantially completed within **ninety (90)** calendar days of issued Notice to Proceed (NTP), and completed and ready for final payment within ten (10) days after substantial completion.
  - A. Contractor agrees, as a condition for submitting a bid, that this project will be completed in the time agreed upon between the City and the Contractor. The Contractor agrees to commence work on the date specified in a written "Notice to Proceed" by the City. Such "Notice to Proceed" will be issued at the pre-construction conference.
  - B. The Contractor must be able to mobilize and begin construction no later seven (7) days of NTP date. At no time will the Contractor be allowed to lag behind.

- C. The Contractor shall complete the projects within the time limit specified in the "Notice to Proceed." At no time will the Contractor be allowed to lag behind. The Contractor is responsible for accurately tracking contract time and construction progress.
  - D. There shall be no compensation for down time incurred due to equipment failure or personnel problems. Unnecessary delays or work stoppage because of equipment or personnel problems shall not be accepted nor considered a valid reason for extending the length of the contract.
  - E. Contractor shall submit updated progress schedules with all pay applications. Unsubstantiated delays and/or consistent failure to meet progress schedules will be cause for the City to terminate the contract.
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.
- A. Weather days shall be reconciled with each monthly pay application for the time period which the application is submitted and shall be final.
  - B. Contractor performance and execution of work will be considered in the determination for granting additional days.

**SUB-CONTRACTORS**

The prime Contractor must perform a minimum of 80% of the work with their own forces.

**LIQUIDATED DAMAGES**

- 1. The Contractor shall pay the City **\$1,197** for each calendar day that expires after the time specified for Substantial Completion, until the Work is substantially completed. After Substantial Completion, if the Contractor shall neglect, refuse, or fail to complete the remaining Work within the agreed upon projected times or any proper extension thereof granted by the City, the Contractor shall pay an additional **\$200** per day for each calendar day that expires after the time specified until Final Completion and acceptance of the project by the City.
- 2. The liquidated damages set forth herein shall not be accumulative. If Substantial Completion of the Work is not met within the time specified for final completion of all Work, the liquidated damages shall continue to be at the rate or rates specified for default on Substantial Completion until Substantial Completion is attained. If the Work is not then finally completed, the rate or rates specified for default on final completion shall apply until final completion is attained. The City shall have the right to deduct the liquidated damages from any money in its hands, otherwise due, or to become due, to the Contractor, or to initiate applicable dispute resolution procedures and to recover liquidated damages for non-performance of this contract within the time stipulated.
- 3. 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 Agreement.

**WORK HOURS**

1. The working hours are Monday through Friday from 7:00 AM to 5:00 PM.
2. If additional hours are necessary, the Contractor must give 48 hours advance notice to the Project Inspector/Project Manager approval. Inspectors are not obligated to work weekends.
3. No work will be permitted on City observed holidays.

## PROJECT SPECIFICATIONS

This project will require the Contractor to follow the following plans and specifications and any other governing specifications that projects shall be constructed in accordance to:

1. Plan Set for the project attached as **Exhibit D**.
2. Florida Rules Chapter 62-532 Water Well Permitting and Construction Requirements as **Exhibit E**.
3. Project Signs Layout and Project Sign Construction Detail **Exhibit F**. (Contractor's responsibility to ensure Council Members are correct and kept up to date)
4. City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure available at: <https://www.ocalafl.org/home/showdocument?id=20287>
5. Florida Department of Transportation Standard Specifications (FDOT) for Road and Bridge Construction, latest edition available at: <http://www.fdot.gov/programmanagement/Implemented/SpecBooks/>
6. **Job Site Documents:** The Contractor must have the above listed documents in addition to up to date copies of shop drawings, plans and bid document at job sites at all times.

## PROJECT REQUIREMENTS AND EXECUTION OF WORK

1. **Project Schedule:** Contractor must submit project schedule to the City Project Inspector/Project Manager for approval. This schedule must be submitted prior to the starting of a project and must be updated when the schedule is no longer accurate.
2. **As-Builts:** Upon final completion of each individual project, signed and sealed as-builts must be submitted and approved by the City.
3. **Material & Construction Equipment:** All material & construction equipment must meet FDOT Standard Specifications for Road and Bridge, latest edition.
4. **Backfilling and Compaction Procedures:** Backfilling and compaction shall be performed in accordance with the FDOT Standard Specifications for Road and Bridge Construction (latest edition) and the City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure or as otherwise directed in writing by the City of Ocala.
5. **Open Cuts:** All open cuts in the pavement (asphalt and concrete) shall be saw cut and made square. Water must be used during all saw cuts in asphalt or concrete to limit dust.
6. **Damages:** 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.

7. **Compliance:** The 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.

### 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. 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.
3. The 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 for the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
4. All workers within the right-of-way shall wear ANSI/ISEA Class 2 & Class 3 apparel (safety vest or equivalent).
5. The employees of the Contractor 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) requirements as indicated for all work conducted and be as clean and in as good appearance as the job conditions permit.
6. Contractor will operate as an independent Contractor and not as an agent, representative, partner or employee of the City of Ocala, and shall control his operations at the work site, and be solely responsible for the acts or omissions of his employees.
7. Prime Contractor and sub-Contractor vehicles shall have their company name located on the side and all personnel shall be required to wear a company shirt.

### PROJECT SIGNS

1. Contractor is required to provide one (1) portable sign to be relocated as project progresses at locations that are approved by City Inspectors.
2. If during the contract time, sign becomes broken or inaccurate, Contractor will replace or make sign accurate at no extra charge to the City of Ocala.
3. If during the contract time, information on the sign needs to be updated, Contractor will replace or make sign accurate at no extra charge to the City of Ocala.

### SURVEY LAYOUT

1. The City Engineer/Project Manager may, as required, establish a number of benchmarks on the project which in their opinion will enable the Contractor to perform the work.
2. If the Contractor shall remove or destroy any stake, marker or benchmark on the work without first having secured the approval of the City Engineer, such stake, or benchmark shall be re-established by and at the Contractor's expense.

3. It shall be at the responsibility of the Contractor to preserve all adjacent property corner markers which might be affected by their operation and replace same if undermined. Corner locations known by the City will be available to the Contractor.
4. All survey work must be in accordance with Chapters 177 and 472 of Florida Statutes and Chapter 61G17 of the Florida Administrative Code.

**TESTING REQUIREMENTS**

1. Contractor shall be responsible for arranging, obtaining, and paying for all inspections and tests required. Such inspections and tests shall be performed by independent inspectors, testing laboratories, or other qualified individuals or entities acceptable to City Engineer.
2. Results of all required testing and inspections shall be submitted to the project inspector to achieve Final Completion Certification. For other requirements for Tests and Inspection refer to Article 14 in the City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure.

**EROSION SEDIMENT AND FLOOD CONTROL**

1. Provide, maintain, and operate temporary facilities to control erosion and sediment, and to protect work and existing facilities from flooding during construction.
2. Maintain drainage ways and construct temporary drainage facilities to allow runoff to flow properly.

**CONSTRUCTION WORK AREAS**

1. The City of Ocala is not responsible for providing property or lay down yards to the Contractor for their materials or equipment. If private property is used, the City requires a copy of the agreement between the property owner and the Contractor. **Utilizing private property without written permission is prohibited.**
2. Components of the project, including temporary work and storage areas, will be located on-site per project. Staging areas will be sited inside the right-of-way or within City property. Material will be transported to the proper station for construction, assembly, response to possible public concern.
3. Provide on-site sanitary facilities as required by Governing agencies. Facilities must be maintained regularly.
4. Any work areas in roadways must at least be filled temporarily with asphalt before the roadway can be opened to traffic every morning.

**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. At least once weekly dispose of such waste materials, debris, and rubbish off-site.

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. **Individual Project Cleaning:** At completion of each individual project, Contractor shall remove from the site all tools, equipment, surplus materials, debris, temporary facilities, scaffolding, and equipment. The areas of work shall be swept thoroughly and all marks, stains, rust, dirt, paint drippings, and the like shall be removed from all new and existing work to the satisfaction of the Owner.
5. **Final Cleaning:** Upon completion of work, clean entire work, and project site as applicable.
  - A. Leave the work and adjacent areas affected in a cleaned condition satisfactory to the City Project Manager/City Engineer.
  - B. Remove any foreign materials from exposed surfaces.
  - C. Broom clean exterior paved driveways and parking areas.
  - D. Hose clean sidewalks and concrete exposed surfaces.

**SAFETY**

1. The Contractor shall be fully responsible for meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-Contractors, all building and site occupants, staff, public, etc.
2. Prior to completion, storage and adequate protection of all material and equipment will be the Contractor's responsibility.
3. 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.

**SUBMITTALS**

1. Provide submittals as required by City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure.
2. Submit copies of permits and approvals for construction as required by laws and regulations of governing agencies.
3. Submit temporary construction parking area plans, storage yard, storage trailer location, staging area plan, and plan for disposal of waste materials.

**SUBSTANTIAL COMPLETION PROCESS**

1. When the Contractor considers the work as substantially complete, the Contractor shall submit to the City:
  - A. A written notice that the work or designated portion thereof, is substantially complete.
  - B. A list of items to be completed or corrected.



2. Within a reasonable time after receipt of such notice, the City will make an inspection to determine the status of completion.
3. Should the City determine that the work is not substantially complete:
  - A. The City will promptly notify the Contractor in writing, giving the reasons therefore.
  - B. The Contractor shall remedy the deficiencies in the work and send a second written notice of substantial completion to the City.
  - C. The City will re-inspect the work.
4. When the City finds that the work is substantially complete, the City shall prepare a Certificate of Substantial Completion with a list of items (punch list) to be completed or corrected before final payment.

**FINAL COMPLETION PROCESS**

1. When the Contractor considers the work complete, the Contractor shall submit written certification that:
  - A. Contract documents have been reviewed.
  - B. Work has been inspected for compliance with Contract documents.
  - C. Work has been completed in accordance with Contract documents.
  - D. Equipment and systems have been tested in the presence of the City representative and are operational.
2. The City will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.
3. Should the City consider that the work is incomplete or defective:
  - A. The City will promptly notify the Contractor in writing, listing the incomplete or defective work.
  - B. The Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification to the City that the work is complete.
  - C. The City will re-inspect the work.
4. When the City finds that the work is acceptable under the Contract documents, the City shall request the Contractor make closeout submittals.
5. **Final Application for Payment:** The Contractor shall submit the final application for payment in accordance with the procedures and requirements stated in the scope of work and general conditions.

**CONTRACTOR CLOSEOUT DOCUMENTS**

1. Evidence of compliance with requirements of governing authorities.
2. Consent of Surety to final payment.
3. Approved project record documents include electronic (CADD) and hard copy signed and sealed "As Built" by professional surveyor.
4. Completion of all submittals as required by Contract documents.
5. Warranties and operational manuals (2 copies).

**INVOICING**

1. All original invoices will be sent to: Jimmy Lopez, Project Manager, Engineering & Water Resources Department Administration, 1805 NE 30th Avenue, Building 700, Ocala, FL 34470, [jlopez@ocalafl.org](mailto:jlopez@ocalafl.org).
2. A five percent (5%) retainage will be held on the funds until the project has been accepted and issued a final completion by the Owner.
3. Contractor will invoice at least once a month.
4. Contractor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.
5. Payments will be made monthly based on percentage of completion that is agreed upon by the Contractor and City Inspector prior to submission of pay application. Incorrect pay applications will be returned to the Contractor for correction.

**PRICING AND AWARD**

1. Bids will be received on a line-item basis.
2. Award will be made to the lowest bidder meeting all requirements outlined herein.
3. Bidder will honor prices for ninety (90) days after award of solicitation.