

**BACKGROUND**

The City of Ocala Police Department (OPD) requires the services of an experienced Contractor to provide electrical repairs and installation services. The Contractor will provide all labor, equipment, tools, and material necessary to perform these services and to maintain power to all City of Ocala Police Department (OPD) servers, 911, radio, dispatch, UPS, and phones during this project.

**MANDATORY PRE-BID MEETING:** A mandatory pre-bid meeting/site visit will be held on **Thursday, November 10, 2022**, at **Ocala Police Department 402 S. Pine Avenue Ocala, FL 34471**.

**LICENSING AND EXPERIENCE REQUIREMENTS**

1. **Licensing Requirement:** Contractor must be licensed as a certified electrician in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess five (5) years of experience in providing services as an electric Contractor.
3. **Level II Background Check Requirement:** Awarded Contractor employees and all sub-contractors working on-site must complete a Level II background check. Background checks shall be scheduled with the City of Ocala Project Manager and will be conducted by the Ocala Police Department.

**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 TIME**

1. Contractor agrees that the Work will be substantially completed within **Ninety (90) days** of the issued Notice to Proceed (NTP), and completed and ready for final payment within thirty (30) 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-transfer conference.

**PROJECT SUMMARY, DELIVERABLES, AND HOURS**

1. **Project Summary:** The Contractor will be required to perform the following services for the City of Ocala:
  - The Contractor must install a new 1200-amp transfer switch (TFS) 3 phase of 480 volts, in room 56 that require function compatibility with the current 400Kw building generator.
  - Install new TFS on the south wall of room# 56.
  - Install new electrical conduit overhead from old TFS to new TFS correct size.
  - Add new electrical wire, for both site power and generator power to the new TFS.

- Remove old TFS, leaving the cabinet in place to use as a junction box.
  - Test new TFS on full load site power shut down.
  - Must maintain power to all OPD Sever, 911, radio, Dispatch, UPS, and phones during the project.
  - Permits and installation per Electric codes are required.
2. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 4:00 PM Monday through Friday, excluding holidays. Contractor shall provide 48-hour advance notice to **City Project Manager, Steve Chojnacki at 352-427-3239** for work outside normal shift hours. The city may decline the request.

### 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.

### 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.
  - C. Provide office facilities for the Contractor, if needed.
2. The City reserves the right to purchase any materials for the Contractor to use. The Contractor shall not charge a markup fee for material furnished by the City.
- 3.

**CONTRACTOR RESPONSIBILITIES**

1. The Contractor shall complete all work performed under this solicitation in accordance with the 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 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. 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.
5. If the Contractor is advised to leave a property by the property owner or their representative, the Contractor shall leave at once without altercation. The Contractor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.

**SUB-CONTRACTORS**

1. Contractors must perform a minimum of 30% of the work with their own forces.
2. Services assigned to sub-contractors must be approved in advance by the City Project Manager.

**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. Prior to 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 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 the final payment request.

**INVOICING**

1. All original invoices will be sent to Steve Chojnacki, Project Manager, Ocala Police Department, 402 S. Pine Avenue, Building Floor, Ocala, FL 34471, email: [schojnacki@ocalapd.gov](mailto:schojnacki@ocalapd.gov).
2. Contractor 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 all direct and indirect costs to complete the project.
2. Award will be made to the lowest bidder meeting all requirements outlined herein.