

**BACKGROUND**

1. The City of Ocala Electric Utility requires the services of an experienced contractor to furnish two (2) 230kV circuit switchers. The switchers will be delivered to a designated sight where they will be installed by Ocala Electric Utility. The City of Ocala Electric Utility reserves the right to approve manufacturers.

**LICENSING AND EXPERIENCE REQUIREMENTS**

1. **Licensing Requirement:** Bidder must be a licensed Electrical Contractor.
2. **Experience Requirement:** Bidder must be a licensed electrical contractor, with a minimum of five (5) years of experience based on equipment of the same design, rating, fabricated, and manufactured in the same factory, using material and components of the same type. The experience of the equipment must be based on a commercial installation for a municipal, industrial environment, or investor-owned utility in the United States of America, under operating conditions comparable to those experienced in Central Florida.
3. Vendor is responsible for all City, County, and Florida Department of Transportation Road use permits, and any other special support shall be provided at the expense of the Vendor.

**INSURANCE REQUIREMENTS**

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

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.

**DELIVERY TIMELINE**

1. **Lead Time:** The circuit switchers must be delivered within a maximum of 104 weeks to the designated location: **Dearmin Substation 2779 SE 36<sup>th</sup> Avenue, Ocala, FL 34471.** Ocala Electric Utility will inspect the circuit switchers upon delivery in ensure there has been no damage occurred during transportation. The contractor will be responsible for any damages or defects in the circuit switchers.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

**PROJECT SUMMARY AND TESTING**

1. **Project Summary:** The Vendor will be required to perform the following services for the City of Ocala:
  - The circuit switchers must be capable of being controlled by 125v DC.
  - The circuit switchers must be equipped with two 125v DC trip coils.
  - The circuit switchers must have a nominal class of a minimum of 230kv at a minimum.
  - The circuit switchers must be rated to continuously carry up to 4000 amps.
  - The circuit switchers must be able to interrupt at least 40ka.
  - The circuit switchers must be no more than 150" wide at its widest point.
  - The circuit switchers must be able to be mounted to a manufacturer supplied H beam structure.

2. **Testing:** Ocala Electric Utility will be responsible for all commissioning and instillation of the circuit switchers but requests that copies of the acceptance tests performed at the factory be printed and included inside the cabinet for evaluation.

**VENDOR EMPLOYEES AND EQUIPMENT**

1. Vendor 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 Vendor shall provide an assigned Project Manager, who will be the primary point of contact. Vendor 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.

**CITY OF OCALA RESPONSIBILITIES**

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

**VENDOR RESPONSIBILITIES**

1. The Vendor 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 Vendor shall obtain and pay for any and 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. The Vendor 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, Power Point, Access or any other software as specified and approved by City staff.

**SAFETY**

1. The Vendor 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 Vendor'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 Vendor's responsibility.

**WARRANTY**

1. Vendor will provide a one-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 final payment request.

**INVOICING**

1. All original invoices will be sent to: Lisa Crouthamel, Project Manager, Electric Utility Department, 1805 NE 30<sup>th</sup> Avenue, Building 400, Ocala, FL 34470, email: [lcrouthamel@ocalafl.gov](mailto:lcrouthamel@ocalafl.gov).

**PRICING AND AWARD**

1. Bidder must bid on all line items, including the optional items.
2. 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.
3. Award will be made to the lowest bidder meeting all requirements outlined herein.