

BACKGROUND

The City of Ocala requires the services of an experienced vendor to supply and deliver engineered wood fiber on an as-needed basis. This service will be supporting the Recreation & Parks department of the City of Ocala.

Specifications

Material shall be a natural wood color, no longer than four inches (4"), and must be free of debris (leaves, sticks, etc.). The material must be ADA-certified for handicap accessibility.

INSURANCE REQUIREMENTS

Commercial General Liability: with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.

Commercial Automotive Liability: a combined limit of not less than \$1,000,000.

Workers' Compensation and Employer's Liability: per Florida statutory requirements.

CONTRACT TERM/DELIVERY TIMELINE

Term: The resulting contract will be for an initial term of **two (2)** years.

Renewals: Two (2) optional, one-year renewal term.

Escalation: Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Price increases shall be based on the CPI-U and Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

DELIVERY

Supplies will be delivered or shipped to Recreation & Parks Operation, 1307 NW 4th Avenue, Ocala, FL 34475.

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

Delivery must be made within ten (10) calendar days of order placement. All pricing must include delivery costs and fuel surcharges.

WRITTEN QUOTES

1. The Vendor shall submit a detailed written estimate of the proposed services prior to any work being performed by the Vendor. Written quotes shall be submitted within three (3) days of the initial request by the City. The Vendor shall submit an itemized not-to-exceed price, giving a full description of the project for each project covered by this contract.
2. Written quotes shall list the location name and address. The project estimate shall list each and every item per bid specifications, i.e., items and quantity, and all hardware items used. Each quote shall be submitted to the City Project Manager by email with a clear sketch or drawing (if applicable).

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.

3. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
4. The employees of the Vendor 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. Vendor 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. Vendor 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.

INVOICING

1. All original invoices will be sent to: Jeff Kerley, Project Manager, The City of Recreation & Parks Department, 1307 NW 4th Avenue, Ocala, FL 34475, email: jkerley@ocalafl.gov.
2. The vendor will invoice at least once a month.
3. Vendor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response.
2. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
3. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides.
4. Award will be made to the lowest bidder meeting all requirements outlined herein.