

BACKGROUND

1. The City of Ocala requires the services of a Florida Department of Health (FDOH) approved assessment provider to complete a regular biennial assessment for the City's Water Quality Laboratory (E53377) to maintain its Drinking Water and Non-Potable Water Accreditation.

FDOH & NELAP PROVIDER REQUIREMENTS

1. **FDOH & NELAP Provider:** Bidder must be an approved assessment provider through the Florida Department of Health (FDOH) to conduct an on-site assessment audit of the laboratory following the National Environmental Laboratory Accreditation Program (NELAP)
 - A. Only providers listed at: <http://www.floridahealth.gov/programs-and-services/public-health-laboratories/laboratory-services/environmental-laboratory-certification/lab-assessment-providers.html> may bid on this listing.
 - B. Bidder must upload proof of FDOH assessment provider approval with their bid if they are not included in the current online assessment provider list (link above).

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. The resulting contract will be for one complete biennial assessment.
2. Assessment must be completed before **August 16, 2024.**

PROJECT SUMMARY, DELIVERABLES, AND HOURS

Project Summary: The audit shall include but not be limited to the following for the City of Ocala:

- Reviewing the current Quality Manual;
 - Standard Operating Procedures;
 - Method Detection Limits;
 - Demonstration of Capability;
 - Proficiency Testing Results.
1. **Deliverables:** Upon assessment completion, the Vendor shall provide a plan of correction and/or report their findings to the Florida Department of Health
 2. **Scheduling On-Site Assessment:** Contact Benjamin Moose, Compliance Monitoring Manager, Compliance Monitoring Division, (352) 629-8212, bmoose@ocalafl.org.

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.

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. 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.
4. 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.
5. 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.

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.

INVOICING

1. All original invoices will be sent to: Benjamin Moose, Compliance Monitoring Manager, Water Resources Department, 4200 SE 24th Street, Ocala, FL 34471, email: bmoose@ocalafl.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 all direct and indirect costs including overhead, per diem, and travel expenses.
2. Vendor must also include an itemized breakdown of their proposed lump sum amount in the section labeled "Required Uploads – Itemized Breakdown."

3. Award will be made to the lowest bidder meeting all requirements outlined herein.