

**BACKGROUND**

1. The City of Ocala Electric Utility requires the services of an experienced contractor to furnish four (4), three pole, gang operated vertical break air disconnect switches, rated 245kV, 1200A continuous current. The switches 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.

**EXPERIENCE REQUIREMENTS**

1. **Experience Requirement:** Bidder must have a minimum of five (5) years of experience based on equipment of the same design and 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.
2. 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**

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:** A maximum 52-week lead time is desired by the City. However, if any Bidders cannot meet the time frame, please include your estimated lead time with your bid submission. The circuit switchers must be delivered to the designated location: **Ocala Electric Warehouse, 1805 NE 30<sup>th</sup> Avenue, Bldg #700, Ocala, FL 34470.** Ocala Electric Utility will inspect the motor operated switches 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 Ocala Electric Utility Project Manager.

**PROJECT SUMMARY AND TESTING**

1. **Standards:** The vertical break air disconnect switches shall be designed and furnished in accordance with the latest applicable sections of ANSI C37 series standards, NEMA standard SG6, and ASTM standards A-123 and A-153. Equipment designed to IEC standards is not acceptable.
2. **Testing:** Ocala Electric Utility will be responsible for all commissioning and instillation of the motor operated switches but requests that copies of the acceptance tests performed at the factory be printed and included inside the cabinet for evaluation.
3. Please see **Exhibit B – 230kV Motor Operated Switches Specifications**

**VENDOR 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.

**CITY OF OCALA RESPONSIBILITIES**

1. The City of Ocala will furnish the following services/data to the contractor 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 contractor's responsibilities.

**VENDOR RESPONSIBILITIES**

1. The contractor 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 contractor 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 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, Power Point, 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.

**WARRANTY**

1. All disconnect switches and their accessories furnished under this specification shall be covered by a five-year warranty from date of shipment against failure due to design or to defects in workmanship or material.
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.