

BACKGROUND

The City of Ocala Public Work Department is seeking bids from qualified Vendor to provide sweeping maintenance services for City streets and City-owned parking lots located within the City. Vendor will be responsible for up to 200 curbed center lane miles measured from the center of the road and includes both sides of the street.

The frequency of services shall vary and may be increased or decreased during the contract period. All services shall be performed under the City's requirements and Florida Department of Transportation (FDOT) regulations. The Vendor will be responsible for all labor, equipment, and materials required to provide these services.

NON-MANDATORY PRE-BID MEETING: Refer to the listing for the pre-bid meeting date, time, and location.

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.

STREET SWEEPING SCHEDULE

The street sweeping schedule will be as follows:

- **June 1st through September 30th** -one (1) cycle completed during each month.
- **October 1st through May 31st** two (2) cycles to be completed each month.

Any additional sweeping needed in the off months from storms will require a set price for added work.

All work will be scheduled through the Project Manager, Brian Herrick, by phone at 352-351-6733, and email: bherrick@ocalafl.org.

LICENSE AND GPS REQUIREMENTS

- Vendor must have one (1) employee who is Maintenance of Traffic (MOT) certified on-site at all times.
- Vendor's street sweepers must be equipped with a GPS locator and real-time tracking system to cater to customer service requests. The Project Manager should have access to GPS tracking for real-time monitoring and record-keeping. The Vendor must provide an emailed report of the area covered by the sweepers during the billing cycle, along with the driver's name and any other relevant information. Additionally, daily audits of sweeping cycles must be completed. The archived data must be available for retrieval as required.
- The awarded Vendor must provide proof of GPS upon the contract award date. If Vendor does not successfully adhere to this requirement, then the contract will be terminated.

EXPERIENCE, EQUIPMENT AND REFERENCE REQUIREMENTS

Vendor must be in business for a minimum of five (5) consecutive years and shall be currently legal to perform services within the State of Florida. This requirement shall be based on the solicitation's due date.

Vendor must provide a minimum of three (3) references for commercial sweeping maintenance work similar in scope and location size. References will be used in determining if a bidder is responsible. Bidders not demonstrating minimum similar and acceptable experience may be deemed non-responsible.

In the event, that the bidder has performed work for the City of Ocala, the City's experience shall be considered when evaluating references for determining a responsible bidder. The City reserves the right to utilize other sources (i.e. Better Business Bureau, State/Federal databases, etc.) for determining a responsible bidder.

Vendor shall currently have in their possession all equipment required to perform the services and must upload a list of equipment to provide the services in the section titled "Equipment List".

CONTRACT TERM

Term: The resulting contract will be for an initial term of **1 year**.

Renewals: Optional: one (1) one-year (1-year) renewal.

Renewal Pricing Increases. Pricing shall remain firm and fixed during the Initial Term of this Agreement. Any renewal price adjustment shall be subject to negotiation and must be approved by the City of Ocala. Vendor shall submit a written request for price adjustment identifying the reason for the price increase, and attach suitable documentation in support of same, no less than **NINETY (90) DAYS** before the expiration of the then existing Contract Term. No retroactive price adjustments will be allowed. Pricing increases shall not exceed the lesser of (i) the amount of the percentage increase reflected in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, based upon the most recent **TWELVE (12) MONTH** period; or (ii) **THREE PERCENT (3%) ANNUALLY** unless there are mitigating market conditions.

SPECIFICATIONS

Road and bridge sweeping maintenance consists of the removal and disposal of all litter and debris from designated areas within the limits of the City of Ocala's rights-of-way. Areas to be maintained are:

- a) Curb and gutter
- b) Valley gutter
- c) SE 31ST bridge, NE 36th Ave bridge, SW 42ND St bridge.
- d) Highway interchanges and intersections
- e) Turn lanes
- f) City paved parking lots (not to include private)
- g) All roundabouts including the inside & outside curb when applicable.

- Sweeping of accumulated debris shall be a minimum of four feet (4') wide from curb and gutters; turnout areas at intersections and major interchanges are measured in curb lane mile rate.
- Vendor shall take all appropriate measures to avoid any debris from impacting vehicles, pedestrians or any property surrounding the work area.
- The City's expectations include sweeping activities, which shall be performed by either a vacuumed or mechanical machine with a minimum 4-yard hopper. These specifications are stated to achieve the specified goal and City expectations in receiving quality services. Debris too large for the sweeper shall be removed manually by the Vendor.
- Vendor must sweep all curbed and gutter lined roads; no dirt trails are to be left behind the sweeper. All roadway lanes are to be swept, and no debris is to be left in the gutter pan or at the edge of pavement.
- All sweepings shall be accomplished in the same direction as the traffic flow. Sweeping against or opposing the traffic will not be permitted. The foregoing requirements are to be considered as the minimum and the Vendor's compliance with these requirements shall in no way relieve them of final responsibility for providing adequate traffic control devices, by regulatory agencies, for the protection of employees and the public in work areas.
- The sweeping operation shall minimize fugitive dust by utilizing appropriate modern equipment equipped with water mist sprayers.
- Vehicles parked in the sweeping area are to be swept around. The area occupied by a parked vehicle will be considered as work accomplished.
- Vendor shall be required to repeat the sweeping process if the street/area is found to be unacceptable. This shall be completed within a twenty-four (24) hour period and shall be performed at no charge to the City. All roads swept by the Vendor must present an appearance which is following the Agreement and to the City's satisfaction.
- Weather conditions will be monitored by the Stormwater Manager or his /her designee who reserves the right to be the sole judge if the weather is too inclement to sweep. When adverse weather interrupts sweeping, the Vendor shall adjust the work schedule to return to the normal weekly schedule the following week. The City reserves the right to direct schedule changes as necessary due to inclement weather. In the event of a rainy day, the Vendor shall obtain approval from the City representative for the day sweeping.
- All street sweepers must be equipped with a GPS locator and real-time tracking system to cater to customer service requests. The Project Manager should have access to GPS tracking for real-time monitoring and record-keeping. The Vendor must provide an emailed report of the area covered by the sweepers during the billing cycle, along with the driver's name and any other relevant information. Additionally, daily audits of sweeping cycles must be completed. The archived data must be available for retrieval as required.

- The street sweeper shall be equipped with all necessary warning devices needed to protect the traveling public.
- Street sweeping services are not to be performed on the same day as the designated route of the sanitation/recycling route. Street sweeping may occur before or after the designated day of sanitation/recycle pickup to ensure no conflict between the two services. City will provide Vendor with a copy of the residential waste collection schedule.
- Vendor must have two (2) or more functioning sweepers at all times. This is for any down time of a unit or when it is heavy leaf season and another unit must be utilized to keep up with demand. All complaints shall be reported first to the project manager, then to the vendor. It will be the obligation of the vendor to resolve all complaints within 48 hours.
- Vendor must have one (1) employee who is Maintenance of Traffic (MOT) certified on-site at all times.
- The total cubic yards of debris collected per cycle must be included in each invoice submitted.
- The City shall inspect the areas reported swept. If areas are found to be deficient, the Vendor shall have 18 hours to correct the deficiencies.

WORKING HOURS

- City roadways shall be swept between 7:00 a.m. and 5:00 p.m. Monday through Friday and not on holidays See: Exhibit E - City Holiday Schedule attachment. Sweeping of other roadways must be performed during the same schedules and is pre-arranged with the City representative to afford minimum interference with traffic. The City and the Vendor shall have the right to establish special schedules due to problems with noise or similar discomforts affecting citizens in homes or buildings adjacent to the roadway. All special schedules shall be agreed to by both parties in writing.
- Safety of the public and convenience of traffic shall be of prime importance, unless otherwise provided in these specifications. All portions of the streets shall be kept open to traffic at all times throughout sweeping operations.
- The sweeper shall not travel in excess of 5 - 7 miles per hour during sweeping operations.
- Completed work shall result in a clean service area, free of all accumulated debris immediately after sweeping, regardless of the number of sweeping passes required to achieve the City's goal and expectations. All debris collected during street sweeping shall be disposed of by the Vendor and done so in accordance with FDEP "Guidance For The Management Of Street Sweepings, Catch Basin Sediments and Stormwater System Sediments" guidelines: https://floridadep.gov/sites/default/files/GuidanceSt-Sweep_05-03-04_0.pdf
- Vendor will be responsible for all cost incurred to dispose of debris removed and this cost will be included into the per curb mile cost of sweeping.

- A dump truck or transfer truck will be allowed to park or stage at certain designated City-owned retention ponds. The list of retention areas can be provided upon request by the Project Manager before each cycle.

AREAS	SCHEDULE	MISCELLANEOUS
All City roadways with curbs and gutters have been provided on Exhibit D - Map .	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
The entire downtown City-owned parking lots and the surrounding downtown area.	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
All of the historical downtown areas as shown on the Exhibit C - Map of defined city streets.	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
The Southeast area for sweeping is outlined on the Exhibit C - Map .	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
The Northeast areas for sweeping are outlined on the Exhibit C - Map .	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
The Northwest areas for sweeping are outlined on the Exhibit C - Map .	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
The Southwest areas for sweeping are outlined on the Exhibit C - Map	Sweep from June 1 st through September 30 th one (1) time a month. October 1 st through May 31 st two (2) times a month	Excludes weekends and holidays; except when requested by the City
Holiday event cleanup sweeping	Optional for post-holiday events and at the request of the City.	

- Number of sweep cycles may be increased or decreased at the discretion of the City at the same unit price.

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendors 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 Vendor 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.

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. Vendor 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 Vendor 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. If the Vendor is advised to leave a property by the property owner or their representative, the Vendor shall leave at once without altercation. Vendor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.

SUB-CONTRACTORS

1. Vendors must perform a minimum of 80% 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 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.

INVOICING

1. All original invoices will be sent to the Public Work Department, Project Manager, Brian Herrick 1805 NE 30th Avenue, Bldg. 300, Ocala, FL, 34470, email: bherrick@ocalafl.org.
2. Vendor will invoice at least once a month.

PRICING AND AWARD

1. Bidder must upload a completed **Exhibit B - Price Proposal** with their response in Excel format. Price Proposals submitted in any other format (i.e. .pdf, .docx, or handwritten) are not acceptable and will result in bid rejection. Vendors experiencing difficulty accessing or otherwise utilizing Exhibit B – Price Proposal must contact the Buyer identified in the ProRFx listing for this solicitation prior to the bid submission deadline for assistance.
2. Bidder must bid on all line items.
3. Award will be made to the lowest responsive bidder, not including optional line items, meeting all requirements outlined herein.
4. Awarded Vendors shall comply with all applicable provisions of Section 787.06, Florida Statutes. Specifically, all non-governmental Vendors shall provide the City of Ocala with an affidavit signed by an officer or a representative under penalty of perjury attesting that the non-governmental entity does not use coercion for labor or services as defined in Section 786.06(2).
5. DUE TO THE CITY. Vendor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor/Vendor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.
6. Vendor must be registered through the E-Verify system, confirming the eligibility of their employees to work in the United States.