

# KINGSTON FIRE DISTRICT

Office of the Chief

35 Bills Road  
Post Office Box 284  
Kingston, Rhode Island  
02881-0284

Telephones  
Office 401-783-6830  
\*Emergency 911\*  
Fax 401-792-4896

## SPECIAL INSTRUCTIONS TO BIDDERS NON WALK-IN HEAVY RESCUE APPARATUS

### SECTION ONE

#### TIME OF OPENING BIDS

- 1.1 Sealed bids or proposals for constructing the work named on the cover and title pages thereof will be received at the office of the Kingston Fire District located at 35 Bills Road, Kingston, RI 02881 (mailing address: P.O. Box 284, Kingston, RI 02881) until 1:00 P.M., Tuesday, July 26, 2011 at which time and place they will be publicly opened and read aloud for the information of the bidders and other properly interested parties who may be present, either in person or by representative.
- 1.2 Documents incorrectly addressed or misdirected to other locations other than the Kingston Fire District, and are not present at the time of bid opening for whatever cause will be deemed late and will not be considered. Postmarks will not be considered proof of timely submission. Bids received after the deadline will be rejected and returned to the bidder, unopened.
- 1.3 A **pre-bid conference** will not be held. Specifications are attached hereto as Addendum #1. Interested parties that need to send an Appraiser out to appraise the trade-in Heavy Rescue can contact the District Office, 401.783.6830, to set up a time, mutually convenient, to do so.

### SECTION TWO

#### TIME OF AWARDING THE BID

- 2.1 After the bids have been opened and read, they will be taken under advisement and the award of the contract, if awarded, should be made within thirty (30) days from the date set for the receipt of bids. The proposed date for award is set for Thursday, July 28, 2011 at 6:30 P.M., at the Kingston Fire District, Administrative Office.

### SECTION THREE

#### PREPARATION OF BIDS

- 3.1 Bids shall be submitted with an original and four (4) copies with drawings. Strict compliance with the requirements of the Notice to Bidders and these instructions is necessary. **Bids not submitted in accordance with these specifications will be automatically rejected.**

SPECIAL INSTRUCTIONS TO BIDDERS  
NON WALK-IN HEAVY RESCUE APPARATUS

Page 1 of 6

- 3.2 Each bid must give the full business address of the bidder and be signed by the bidder with the bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and the title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and then by the signature and title of the person(s) authorized to bind the corporation in the matter. Bids by limited liability companies must be signed with the legal name of the limited liability company, followed by the name of the state of organization of the company and then by the signature and title of the person(s) authorized to bind the limited liability company in the matter. The name of the person signing shall also be printed or typed below the signature. A bid by a person who affixes to his or her signature, the words "president", "secretary", or "agent", or other title without disclosing his or her principal, may be held to be the bid of the individual signing.
- 3.3 Each bid must also show evidence of the authority of the officer signing on behalf of a partnership, corporation, Limited Liability Company or other statutory business entity.
- 3.4 Bids must be enclosed in a **sealed envelope** bearing the name and address of the bidder, addressed as follows:

<p><b>Mailing:</b>  Heavy Rescue Apparatus  Kingston Fire District  P.O. Box 284  Kingston, RI 02881</p>	<p><b>Hand Delivery or Alternate Overnight Delivery:</b>  Heavy Rescue Apparatus  Kingston Fire District  35 Bills Road  Kingston, RI 02881</p>
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- 3.5 Each bid proposal shall contain detailed specifications of work to be performed. Bidders will state, both in writing and in figures, the proposed price for each separate item of the work called for in Addendum #1, attached hereto and made part hereof, by which prices and bids will be compared. **Specifications must be in the same sequence as Addendum #1.** If any price is omitted, the blank may be filled with the lowest price named by any bidder for that item, or the bid may be rejected.
- 3.6 The Kingston Fire District reserves the right to waive, at its discretion, minor informalities in any bid proposal.

**SECTION FOUR  
QUALIFICATIONS OF BIDDERS**

- 4.1 A qualified bidder shall be a manufacturer or a manufacturer's duly appointed representative. For the purposes of this invitation to bid, a manufacturer shall be defined as a company that purchases the raw materials for the subject apparatus, forms and mounts body structures, completes apparatus doors and miscellaneous hardware, and applies final paint finish.

- 4.2 Manufacturer at same specified factory or location must perform all such work. No subcontracting by manufacturer to any other manufacturer, assembler, or finisher is permissible.

## **SECTION FIVE INTERPRETATION OF THE BID SPECIFICATIONS**

- 5.1 No oral interpretations will be made to any bidder as to the meaning of the specifications or other documents. Every request for such interpretations thereafter shall be made in writing, addressed to "Request for Heavy Rescue Bid Interpretation", Kingston Fire District, 15 days before the opening of bids. Every interpretation made to a bidder will be in the form of an addendum to the specifications and shall be sent as promptly as practicable to all persons who have been registered as receiving a bid packet. It is the responsibility of each bidder to register his name, address, and phone number with the Kingston Fire District Office.

## **SECTION SIX PURCHASE PRICE AND PAYMENT TERMS**

- 6.1 Bidders shall compute pricing less Federal and State taxes. It is understood that any applicable taxes will be added to the proposed prices, unless the District initiates a manufacturer's appropriate tax-exempt form.
- 6.2 The bid must contain payment terms and discounts, if available.
- 6.3 The cost of delivery of the apparatus, including manuals, tools, and required training, as specified in the bid specifications (attached hereto) must be included in the total bid.
- 6.4 All requests for payments, whether partial, full, interim or final must be approved by the Board of Wardens of the Kingston Fire District which meets once a month. Upon approval, the request is then forwarded to the District Treasurer for payment. Bidders may obtain the list of regularly scheduled Warden's meetings from the District Administrative Offices: Telephone 401-783-6830

## **SECTION SEVEN SUBMISSION OF INFORMATION CONCERNING WARRANTIES AND PARTS**

- 7.1 Bids must contain a statement that describes the type, scope, and length of any and all warranties for parts and labor provided by the manufacturer.
- 7.2 Bids must contain a statement that describes the length of time that all parts and service thereon are available.

**SECTION EIGHT  
ADDITIONAL SPECIFICATIONS FOR HEAVY RESCUE APPARATUS**

- 8.1 The required specifications are delineated on Addendum #1 entitled “Bid Specifications for one (1) Heavy Rescue Apparatus for the Kingston Fire District Kingston”, which is attached hereto and made a part hereof. It is the intent of these specifications to provide for the manufacturing and delivery of a complete and soundly engineered apparatus, equipped as specified. Minor construction details are left to the discretion of the contractor who shall be solely responsible for the design and construction of all features.
- 8.2 All applicable requirements and specifications found in the National Fire Protection Association Pamphlet 1901, latest edition, are incorporated herein by reference and made a required part of the specifications for this apparatus.

Any proposed deviations from these standards must be identified and explained in detail within the bid specifications.

- 8.3 The proposed apparatus must comply with all applicable Federal and State Motor Vehicle laws.
- 8.4 Bidders must submit complete weight chart estimates, considering proper weight distribution of the load to be sustained and the general character of the services to which the apparatus is to be subjected.
- 8.5 Bidders must submit drawings depicting the overall dimensions, wheel base and overall length of the proposed apparatus.
- 8.6 The bidder’s design shall provide for access for the lubrication, inspection, and services to sub assemblies requiring the same.
- 8.7 Line “assembly” shall not be considered proper engineering for the apparatus.
- 8.8 Sub-structural drawings shall be prepared and displayed upon request of the Kingston Fire District.

**SECTION NINE  
AFFIDAVIT OF NON-COLLUSION**

- 9.1 Each bid shall be accompanied by a Bid Affidavit, Statement of Non-Collusion.

**SECTION TEN  
STATEMENT OF THE TIME FOR PERFORMANCE**

- 10.1 When not otherwise specified, bidder must state the least number of calendar days, counting Sundays and Holidays, after date of receipt of the notice to proceed, in which bidder will commence performance, and the number of calendar days, including Sundays and Holidays, after such receipt in which bidder will complete the work.
- 10.2 In stating time, bidder should make due allowance for probable difficulties that may be encountered.

**SECTION ELEVEN  
BID SECURITY**

- 11.1 Each bid must be accompanied by a bid bond as described in the attached bid specifications.
- 11.2 The security shall be returned to all unsuccessful bidders within ten (10) business days after the contract has been awarded by the District.

**SECTION TWELVE  
WITHDRAWAL OF BIDS**

- 12.1 Bids may be withdrawn by written request if received by the District prior to Bid opening. Negligence on the part of the bidder confers no right for the withdrawal of the bid after it has been opened.
- 12.2 Bids properly withdrawn prior to bid opening shall be returned to the bidder unopened.

**SECTION THIRTEEN  
ADDITIONAL REQUIREMENTS FOR CONTRACT OF SUCCESSFUL BIDDER**

- 13.1 The successful bidder shall be required to enter into a performance contract within 10 days after receipt of a notice of award.

**SECTION FOURTEEN  
INCLUSION OF REFERENCES**

- 14.1 The bidder shall supply as part of its bid, the names of ten (10) communities in the New England area, which have purchased or contracted for apparatus which is similar to specifications contained herein.

**SECTION FIFTEEN  
RIGHT TO REJECT**

**15.1** The Kingston Fire District reserves the right to reject any and all bids, to waive any informalities, or to accept any bid presented which meets or exceeds these specifications and which it deems to be in the best interest of the Kingston Fire District.

Date: June 30, 2011



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Chief Nathan Barrington  
Kingston Fire District