

VICTOR FIRE DISTRICT

## **Installation of HVAC Bay Heaters**

### **Request for Proposals**

June 10, 2025

#### **Address**

Victor Fire District  
34 Maple Avenue  
Victor, NY 14564

VICTOR FIRE DISTRICT  
**Installation of HVAC Bay Heaters**

**Instructions for Proposals**

Sealed proposals will be received at the Victor Fire District, 34 Maple Ave, Victor, NY, 14564 by the Fire District Secretary for the Board of Fire Commissioners of the Victor Fire District until July 18, 2024, at 2 p.m., prevailing time, for the installation of HVAC bay heaters at the Victor Fire House.

The enclosure containing the proposal shall be endorsed on the outside thereof with the submitter's name, the business address to which communications may be sent, and the title of the work for which the proposal is made. Proposals shall be delivered to the Victor Fire District Secretary in a method designed to assure actual receipt by the stated time and date. Proposals that are mailed shall be sent to the Victor Fire District, Attn: Fire District Secretary, 34 Maple Ave, Victor, New York 14564 and should be sent with enough lead time to assure actual receipt by the stated time and date. Proposals which are mailed to the Victor Fire Districts will not be considered delivered until they are actually received by the Fire District. Mailing a proposal by the stated time and date shall not constitute delivery for bidding purposes.

In case a proposal seeks to furnish any other work or item in substitution for the particular item contained in the Scope of Work, the proposal must clearly describe such other work or item so that its capacity to function in place of the particular item required in the bid proposal may be clearly understood and considered by the Board of Fire Commissioners.

This project is a public work and is subject to the prevailing wage laws. A copy of the prevailing wage rates schedule may be examined in the office of the Fire District Secretary during business hours or may be obtained by email request made to the Fire District Secretary at [info@victorfire.com](mailto:info@victorfire.com). A copy of the applicable prevailing wage schedule will be attached to the contract between the contractor and Fire District.

All proposals shall include the non-collusion statement required under General Municipal Law §103-d.

The Board of Fire Commissioners reserves:

- (1) the right to examine and investigate any proposal as to the capacity of the submitter to perform the work in accordance with the terms of the proposal, the Scope of Work of the Board of Fire Commissioners, and these instructions for proposals;
- (2) the right to reject any and all proposals;
- (3) the right to waive any informalities;
- (4) the right to award the contract to the lower proposal but, where two (2) or more responsible bidders submit identical proposals as to price, and both proposals comply with the Scope of Work, the Request for Proposals and these instructions for Proposals, the Board of Fire Commissioners may award the contract to any or either of such proposals;
- (5) the right to examine and consider the proposals received for a period of sixty (60) days after the opening thereof; and,
- (6) the right in the case of a proposal submitted includes a substitution for the work named in the Scope of Work, to consider whether, in its judgment, such substitute or substitution shall meet the requirements of the project; in such cases, the judgment of the Board of Fire Commissioners shall be considered final.

Dated: June 10, 2025

**Board of Fire Commissioners  
Victor Fire District**

VICTOR FIRE DISTRICT  
**Installation of HVAC Bay Heaters**  
**Proposal Requirements**

**General Information**

Each proposal must indicate its compliance with the attached Scope of Work by stating in its proposal reference to each paragraph of the Scope of Work and indicating "YES" or "NO" to each item. A "YES" to a designated item will mean full compliance; a "NO" will mean an exception is being taken. All exceptions must be fully explained on a separate page, titled "Exceptions", giving reference to the page and paragraph in the Scope of Work where the exception is being taken. Failure to comply with this requirement will result in the proposal being rejected.

Proposals will be addressed and submitted in accordance with the "Instructions for Proposals". The words "*Installation of HVAC Bay Heaters*" must be stated on the face of the proposal envelope. It is the submitter's responsibility to see that its proposal arrives on time. Late proposals or proposals by telegram, facsimile, email, or telephone will not be considered.

Each proposal shall be accompanied by a detailed description of the work it proposed to furnish.

No exception will be allowed for any of the aforementioned instructions. Proposals not submitted in accordance with these instructions may be rejected.

**Addenda and Interpretations**

No interpretation of the meaning of the specifications or other contract documents shall be requested by or made to any submitter verbally.

Every request for such interpretation will be in writing and addressed to the Fire District Secretary at the address for the Fire District set forth in the Instructions to Proposals, and must be received at least three business days prior to the date fixed for the opening of the proposals to be given consideration.

**Proposal Evaluation**

Proposals received will be evaluated by the Board of Fire Commissioners of the Victor Fire District, its personnel, and Fire District legal counsel. This evaluation will be based as a minimum on the following criteria:

- (1) commitment for quality and timeliness of service;
- (2) completeness of the proposal, i.e., the degree which it responds to all requirements and requests for information contained herein;
- (3) submitter's demonstrated capabilities and qualifications, including ongoing service; and,
- (4) other relevant considerations, as the Fire District may determine in its best interests.

**Sales Tax Exclusion**

Proposals submitted will compute pricing less state sales taxes. It is understood that the Fire District is a tax-exempt municipal corporation of the State of New York.

**Prevailing Wages**

The contractor MUST comply with the State of New York Prevailing Wage Rates and regulation for this project and all proposals and prices should reflect those requirements. Certified payrolls will be required. A copy of the applicable prevailing wage rates schedule may be examined in the office of the Fire District Secretary during business hours, or may be obtained by email request made to the Fire District Secretary [info@victorfire.com](mailto:info@victorfire.com). A copy of the applicable prevailing wage schedule will be attached to the contract between the contractor and the Fire District. All contractors and subcontractors involved in this project shall be registered with the NYS Department of Labor's Contractors and Subcontractors Registry at the time of bid.

**Form of Contract**

A copy of the proposed contract shall be submitted with each proposal consistent with the sample provided; the final form of which shall be subject to approval by the Fire District's legal counsel.

**Contract Award**

The Fire District reserves the right to reject any or all proposals deemed to be unresponsive. The Fire District also reserves the right to waive any informalities, irregularities, and technicalities in procedure as may be in the best interest of the Fire District.

The Fire District reserves the right, before awarding the contract, to require a proposal maker to submit evidence of their qualifications as deemed necessary, including prior experience. The Fire District reserves the right to award the contract to the lowest responsible bidder, based on the responsiveness of the proposal and other evidence provided by the bidder of their capacity to perform the work.

**Insurance**

Each proposal will supply proof of general commercial liability insurance coverage equal to or exceeding \$1,000,000 per claim and proof of workers compensation insurance as required by law. Upon award of the contract, the successful submitter shall provide proof of such insurances, including naming the Fire District as an Additional Insured where appropriate.

**Area Subject to Contract**

The area subject to this contract is the fire house located at 34 Maple Ave.

**Contract Information**

The proposed term and conditions of the contract is for the purchase and installation of four infrared heaters as follows: two (2) 30' heaters; one (1) 40' heater; and one (1) 60' heater by November 15, 2025.

The Victor Fire District reserves the right to choose other contractors for a particular service issue when, in the sole determination of the District, it is in the organization's best interest to do so.

**Standard of Service**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, including:

1. The contractor will provide the required services and will not subcontract or assign the services without the District's prior written approval.
2. The contractor will provide the services as an independent contractor and not as an employee or agent of the District.
3. Contractor will submit any required plans, shop drawings, and any other required submittal documents to the District Secretary for approval by the Board of Commissioners.
4. The contractor is to schedule work with and report to the Building Maintenance Officer and/or his designee, and will cooperate and confer with him/her as necessary to insure satisfactory work progress.
5. Contractor shall check in and out with the District Secretary during regular business hours for routine and scheduled work performed, including logging times and summary of work on a District form for that purpose.
6. Work is being done at an active fire hall. Clean up must be done daily, and the area must be left in a safe condition that does not interfere with the operation of the fire department.
7. All reports, estimates, memoranda and documents shall be dated and bear the contractor's name.
8. Billing terms shall be no less than net 30; invoices shall be accompanied with a completed Fire District voucher and copy of work provided, be delivered to the Secretary, Victor Fire District; 34 Maple Avenue; Victor, NY. Such invoices shall be presented to the Board of Fire Commissioners for approval at the next regular meeting. The deadline for inclusion on the next board meeting shall be the Wednesday before the meeting.

| <b>VICTOR FIRE DISTRICT</b><br><b>Installation of HVAC Bay Heaters</b>  | <b>Bidder Complies</b> |           |
|---|------------------------|-----------|
|   | <b>Yes</b>             | <b>No</b> |
| <p>All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:</p> <ul style="list-style-type: none"> <li>(1) Agreement to meet the Standard of Service listed in the Proposal Requirements</li> <li>(2) Vendor to supply four (4) single stage, low intensity tube heaters with all necessary hanging hardware; two (2) will be 30' long; one (1) 40' long; one (1) 60' long</li> <li>(3) Vendor to mount each unit per manufacturer's specifications, ensuring no interference with existing equipment, as follows: 30' units along the back wall; 40' unit parallel to the mezzanine; 60' unit parallel to the 4 main truck bays</li> <li>(4) Vendor to ensure ducting and ventilation meets manufacturer's requirements</li> <li>(5) Vendor to connect to the existing natural gas system and install and connect to a wall mounted thermostat</li> <li>(6) Vendor to test functionality for each unit, including calibration, safety checks, and verification of airflow and temperature output.</li> <li>(7) Vendor to provide as-built drawings, user manuals and warranty documentation, and commissioning report.</li> <li>(8) Work must be completed by November 15, 2025</li> </ul> |                        |           |

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