

VICTOR FIRE DISTRICT

Diesel Exhaust Removal System

Request for Proposals

May 12, 2026

Address

Victor Fire District
34 Maple Avenue
Victor, NY 14564

VICTOR FIRE DISTRICT
Diesel Exhaust Removal System

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 22, 2026, at 2 p.m., prevailing time, for the replacement of the existing diesel exhaust removal system 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. 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: May 12, 2026

**Board of Fire Commissioners
Victor Fire District**

VICTOR FIRE DISTRICT
Diesel Exhaust Removal System
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 “*Diesel Exhaust Removal System*” 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 proposes 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. A copy of the applicable prevailing wage schedule will be attached to the contract between the contractor and the Fire District.

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.

Location 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 a diesel exhaust removal system for the 6 bay fire house, utilizing as many of the existing components as practicable, designed to capture and remove diesel exhaust emissions directly from apparatus within the station to maintain indoor air quality and comply with applicable OSHA, NFPA, and NYS building and fire codes.

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 Fire 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.

VICTOR FIRE DISTRICT Diesel Exhaust Removal System	Bidder Complies	
	Yes	No
<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> <p>(1) Agreement to meet the Standard of Service listed in the Proposal Requirements</p> <p>(2) Vendor to field evaluate existing bay conditions (including ceiling heights, door locations, and vehicle exhaust configurations) and engineer design a complete exhaust capture system appropriate for all District apparatus.</p> <p>(3) Vendor to submit shop drawings, layout plans, and product data, including coordination with existing mechanical, electrical, and structural systems, for approval prior to installation.</p> <p>(4) System supply shall include:</p> <ul style="list-style-type: none"> • Vendor shall identify any existing components proposed for reuse and provide justification for any components determined unsuitable for continued use. • Provision of a complete diesel exhaust extraction system (e.g., rail-mounted, hose reel, or direct source capture system as specified). • All ductwork, rails, hoses, nozzles, fans/blowers, controls, dampers, and mounting hardware. • Automatic vehicle disengagement system. • Exhaust discharge system, including rooftop or exterior termination, compliant with code. <p>(5) Installation shall include:</p> <ul style="list-style-type: none"> • Vendor shall identify any existing components proposed for reuse and provide justification for any components determined unsuitable for continued use. • Full installation of all system components in accordance with manufacturer specifications and applicable codes. • Structural supports and mounting assemblies as required. 		

<ul style="list-style-type: none"> • Integration with existing fire station apparatus bay doors and operations to ensure no interference with emergency response activities. • Electrical connections and controls integration with building systems. <p>(6) All equipment, materials, installation methods, and system operation shall comply with all applicable federal, state, and local laws, regulations, and standards, including but not limited to applicable OSHA, NFPA, mechanical code, electrical code, and building code requirements.</p> <p>(7) Vendor shall be responsible for identifying and coordinating any required permits, inspections, and code approvals associated with the installation. Vendor shall coordinate all work with District personnel to minimize disruption to emergency operations.</p> <p>(8) Vendor shall take reasonable precautions to protect existing apparatus, building finishes, utilities, and equipment during installation and shall repair any damage caused by its operations at no additional cost to the District.</p> <p>(9) Upon completion of installation, vendor shall perform complete operational testing and commissioning of the system to verify proper functionality, airflow performance, automatic disengagement operation, and compatibility with District apparatus and bay operations.</p> <p>(10) Vendor shall provide on-site operational and maintenance training for District personnel following installation and prior to final acceptance.</p> <p>(11) Vendor shall provide operation manuals, maintenance instructions, recommended service schedules, parts information, warranty documentation, and as-built drawings upon project completion.</p> <p>(12) Vendor shall provide a minimum warranty period of 5 years covering equipment, components, and installation workmanship. Proposal shall clearly identify warranty terms, exclusions, and available post-installation service support.</p> <p>(13) Vendor shall remove all debris, packaging, discarded materials, and unused equipment associated with the installation and shall leave the premises in clean operating condition upon completion.</p> <p>(14) Preference may be given to systems utilizing commercially available replacement parts and service support within New York State.</p>		
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