

VICTOR FIRE DISTRICT

Fire Alarm Monitoring, Maintenance, and Repair

Invitation for Sealed Bids

July 14, 2026

Address

Victor Fire District
34 Maple Avenue
Victor, NY 14564

VICTOR FIRE DISTRICT
Fire Alarm Monitoring, Maintenance, and Repair

Instructions for Bidders

Sealed bids 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 August 19, 2026, at 2 p.m., prevailing time, for providing necessary monitoring, maintenance, and repair of fire alarms on District property.

The enclosure containing the bid shall be endorsed on the outside thereof the name of the bidder's name, the business address to which communications may be sent, and the title of the work for which the bid is made. Bids shall be delivered to the Victor Fire District Secretary to assure actual receipt by the stated time and date. Bids mailed shall be sent to the Victor Fire District, Attn: Fire District Secretary, 34 Maple Ave, Victor, New York 14564 to assure actual receipt by the stated time and date.

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

All bids 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 bid as to the capacity to perform the work in accordance with the terms of the bid, the Scope of Work of the Board of Fire Commissioners, and these instructions for bids;
- (2) the right to reject any and all bids;
- (3) the right to waive any informalities;
- (4) the right to award the contract, if awarded, to the lowest responsive and responsible bidder based on the Total Evaluated Bid Price stated on the Bid Form; provided, however, that in the case of two or more responsive and responsible bidders submitting identical Total Evaluated Bid Prices, the Board of Fire Commissioners may award the contract to any such tied bidder in accordance with applicable law;
- (5) the right to examine and consider the bids received for a period of sixty (60) days after the opening thereof; and,
- (6) the right in case a bid to furnish any other work or item in substitution for the work named in the Scope of Work, to consider whether, in its judgement, such substitute or substitution shall meet its requirement and the judgement of the Board of Fire Commissioners shall be considered final.

Dated: July 14, 2026

**Board of Fire Commissioners
Victor Fire District**

VICTOR FIRE DISTRICT
Fire Alarm Monitoring, Maintenance and Repair

Bid Requirements

General Information

Each bid must indicate its compliance with the attached Scope of Work by stating in its bid 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 bid being rejected.

Bids will be addressed and submitted in accordance with the “Instructions for Bids”. The words “*Victor Fire District Fire Alarm Monitoring, Maintenance and Repair*” must be stated on the face of the bid envelope. It is the bidder’s responsibility to see that its bid arrives on time. Late bids or bids by telegram, facsimile, email, or telephone will not be considered.

Each bid will be accompanied by a detailed description of the work it proposed to furnish.

No exception will be allowed for any of the aforementioned instructions. Bids 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 bidder 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 Bidders and must be received at least three business days prior to the date fixed for the opening of the bids to be given consideration.

Bid Evaluation

Bids will be reviewed for responsiveness to the specifications and bid requirements. The contract, if awarded, shall be awarded to the lowest responsive and responsible bidder furnishing the required security, if any, and complying with these specifications and applicable law.

For purposes of determining the low bid, the District will use the Total Evaluated Bid Price stated on the Bid Form. The Total Evaluated Bid Price is for bid comparison purposes only and does not guarantee that the District will order any particular quantity of repair, emergency, or other authorized services.

The District reserves the right to reject any or all bids, to reject any bid deemed nonresponsive, to determine bidder responsibility, to waive minor informalities that do not affect price, quantity, quality, or delivery of the services, and to re-advertise for new bids where in the District’s best interest.

In determining bidder responsibility, the District may consider the bidder’s experience, qualifications, licensing, financial ability, capacity to perform the work, past performance, reliability, integrity, ability to provide emergency service, compliance with applicable labor and insurance requirements, and references. A bidder determined to be nonresponsive shall be provided such notice and opportunity to be heard as required by law.

Sales Tax Exclusion

Bids 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

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 bid, 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 bids, to reject any bid deemed nonresponsive, to determine bidder responsibility, to waive minor informalities that do not affect price, quantity, quality, or delivery of the services, and to re-advertise for new bids where in the District's best interest.

The Fire District reserves the right, before awarding the contract, to require a bidder to submit evidence of its qualifications, experience, licensing, insurance, financial capacity, staffing, ability to provide routine and emergency service, and other information relevant to bidder responsibility.

The contract, if awarded, shall be awarded to the lowest responsive and responsible bidder based on the Total Evaluated Bid Price stated on the Bid Form and in accordance with applicable law.

Insurance

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

Equipment Subject to Contract

There are three buildings subject to this contract:

1. 34 Maple Ave (Headquarters) has a Siemens Cerberus fire alarm system which monitors smoke detectors, duct detectors, fire suppression system, hood fire suppression system, and pull stations.
2. 380 High Street (High Street Station) has a Notifier by Honeywell fire alarm system which monitors smoke detectors, duct detectors, fire suppression system, hood fire suppression system, and pull stations.
3. 7853 County Road 42 (Hamlet Station) has a Simplex fire alarm system which monitors smoke detectors, duct detectors, fire suppression system, and pull stations.

Bid Form

The bidder shall provide pricing for all three District facilities identified in these specifications. Prices shall include all routine labor, supervision, tools, equipment, materials, transportation, reporting, administrative costs, insurance, overhead, profit, and all other costs necessary to perform the work, except as otherwise expressly stated.

Bid will be separated and subtotaled by

1. Annual Fixed Services, including: facility and by service (monitoring, annual inspection/testing)
2. Hourly service rates for authorized maintenance and repair (regular, emergency, and include any minimum service call charge and travel charges)
3. Cost of materials and parts mark-up rate

For purposes of bid comparison, the Total Evaluated Bid Price shall be calculated as follows:

- A. Three-year total for all Annual Fixed Services.
- B. Estimated regular maintenance and repair labor: ____ hours per year x 3 years x regular hourly rate.
- C. Total Evaluated Bid Price.

The estimated hours and materials allowance are for bid comparison purposes only and do not guarantee that the District will order any particular quantity of maintenance, repair, emergency service, parts, or materials.

Contract Information

The proposed term of the contract is for three years, commencing October 1, 2026, with an option to extend the contract up to two, one-year terms, subject to further agreement by both parties. 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.

Upon award of contract, the successful bidder shall provide a contact list which includes primary contact, after-hours contact information, account manager (if applicable), and supervisor contact information.

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. 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.
4. Contractor shall be available to access the building and its systems during both regular business hours and periods requiring emergency service.
5. Contractor shall check in and out with the District Secretary during regular business hours for routine and scheduled work, including logging times and summary of work on District Form.
6. Contractor shall be permitted to safely leave materials and equipment in designated areas of the building during work period; however, the Victor Fire District shall not be responsible or liable to secure the same or for damage or loss.
7. Contractor shall leave all work areas, equipment, and surrounding areas in broom-clean condition at the end of daily work periods.
8. All reports, estimates, memoranda and documents shall be dated and bear the contractor's name.
9. Billing terms shall be no less than net 30. Each invoice shall be accompanied by a completed Fire District voucher and shall include, at a minimum: the date of service; the District facility/location where the work was performed; a description of the work performed; the name or classification of personnel performing the work; labor hours by date and location; applicable hourly rates; materials, parts, or equipment supplied; any travel, emergency, or after-hours charges; and the District representative who authorized the work, where applicable. Invoices shall include supporting service tickets, inspection reports, or other documentation reasonably required by the District. Invoices shall be delivered to the Secretary, Victor Fire District, 34 Maple Avenue, Victor, New York. The deadline for inclusion on the next Board meeting agenda shall be the Wednesday before the meeting.

VICTOR FIRE DISTRICT Fire Alarm Monitoring, Maintenance, & Repair	Bidder Complies	
	Yes	No
All bids for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire stations located in Victor, New York: (1) Agreement to meet the Standard of Service listed in the Bid Requirements (2) Security or Fire Alarm Installer license issued by the New York State Department of State, or documentation of any applicable exemption/registration; (3) 24/7 monitoring of the existing fire alarm system compliant with NFPA 72 and the current NY State Fire Code; (4) Complete annual inspection of the fire alarm system per NFPA 72; (5) Provide written "Report of Inspections" to the District and the authority having jurisdiction on the District's behalf, as required by NYS Code; (6) Maintain the system in working order, per manufacturer's recommendations; (7) Review and advise Victor Fire District on suggested maintenance required to maintain equipment; (8) Emergency service (times other than 8 am to 5 pm, Monday through Friday); (9) Other service as authorized by the Victor Fire District.		