

BRIDGEPORT FIRE DISTRICT

**GENERAL CONTRACTOR
MAINTENANCE, REPAIR AND
RELATED WORK**

REQUEST FOR PROPOSALS

**January 14,
2025**

Physical Address:

Bridgeport Fire District
43 W. Bayard St.
Seneca Falls, New York 13148

Mailing Address:

Bridgeport Fire District
P. O. Box 622
Seneca Falls, New York 13148

BRIDGEPORT FIRE DISTRICT
GENERAL CONTRACTOR, REPAIR AND RELATED WORK

INSTRUCTIONS FOR PROPOSALS

Sealed proposals will be received at Bridgeport Fire District, 43 W. Bayard St., Seneca Falls, New York 13148 by the Fire District Secretary for the Board of Fire Commissioners of the Bridgeport Fire District until the 14th day of January, 2025 at 6:45 p.m., prevailing time, for general contractor maintenance, repair and related work in compliance with the Scope of Work heretofore adopted by the Board of Fire Commissioners and attached hereto ("the work"). Proposals will be publicly opened and read at the Bridgeport Fire District, 43 W. Bayard St., Seneca Falls, New York 13148 on the 14th day of January, 2025 at 7:00 p.m. prevailing time.

Copies of the Request for Proposals may be obtained from the Fire District Secretary by email: BFD1Secretary@yahoo.com. All requests for a copy of such Request for Proposals by email must be received by midnight, January 13, 2025 prevailing time, and include a return email address.

The enclosure containing the proposal shall be endorsed on the outside thereof the name of 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 Bridgeport Fire District Secretary to assure actual receipt by the stated time and date. Proposals mailed shall be sent to the Bridgeport Fire District, Attn: Fire District Secretary, P.O. Box 622, Seneca Falls, New York 13148 to assure actual receipt by the stated time and date.

In case a proposal seeks to furnish any other work or item in substitution for the particular item in the Scope of Work, the proposal 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.

This project is a public work and is subject to the prevailing wage laws.

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 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 lowest proposal but, in case two (2) or more responsible proposals submit identical proposals as to price, complying 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;

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(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 case a proposal to furnish any other work or item in substitution for the work named in the Scope of Work, to consider whether, in its judgment, such substitute or substitution shall meet its requirement and the judgment of the Board of Fire Commissioners shall be considered final.

Dated: December 16,
2025

**BOARD OF FIRE COMMISSIONERS
BRIDGEPORT FIRE DISTRICT
ANGELA ANDERSON, SECRETARY**

BRIDGEPORT FIRE DISTRICT

PROPOSAL REQUIREMENTS

General Information

Each proposal must indicate its compliance with the 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 "*Bridgeport Fire District GENERAL Maintenance, Repair and Related Work*," 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 will 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 Secretary of the Fire District at the address for the Fire District set forth in the Instructions to Proposals, and must be received at least three 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 Bridgeport 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 to which it responds to all requirements and requests for information contained herein.
3. Submitter's demonstrated capabilities and qualifications, including service.
4. Other relevant considerations, as the Fire District may determine in its best interests.

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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.

Term of Contract

The term of contract proposed shall be for services: **January 15, 2025 thru December 31, 2027.**

Form of Contract

A copy of the proposed contract shall be submitted with each proposal, 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 interests 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 may be deemed necessary, including prior experience.

The Fire District reserves the right to award the contract to the most responsive proposal, as it solely determines, whether or not the apparatus is the lowest priced.

Insurance

Each proposal 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 submitter shall provide proof of such insurances, including naming the Fire District as an Additional Insured.

**GENERAL CONTRACTOR MAINTENANCE,
REPAIR
AND RELATED WORK**

SCOPE OF WORK

BRIDGEPORT FIRE DISTRICT

GENERAL:

Contractor will:

1. Maintain building construction on an as needed basis.
 - A. 43 West Bayard St. (Seneca Falls Fire House)
 - B. 2528 Lower Lake Rd. (Red Jacket Fire House)
 - C. 2528 Lower Lake Rd. (Boat House)
2. Conduct an annual safety walk through, inspection and necessary repairs of all equipment bays, public access, storage and office areas and correct any building safety issues discovered at the rate specified below.

Note: Any repairs in excess of Five Hundred Dollars (\$500.00) require prior permission from a Bridgeport Fire District Commissioner.
3. Respond to any emergency repair requirement within a reasonable time for the specified rate below.
4. Conduct annual inspection and maintenance per manufacturer's specifications on the Kohler Power Generator at the W. Bayard St. location. Work will be scheduled and confirmed with the Board of Fire Commissioner's in advance.
4. Such other duties as may be assigned at an additional rate described below.

Additional Rate:

Hourly Labor Rate: **Please include rates for evenings, weekends and holidays** (Time sheet will be required for payment)

Cost + Rate for Materials: (Copy of invoice will be required)