



# NEWPORT

KENTUCKY

## **INVITATION TO BID FIRE DEPARTMENT VEHICLE EXHAUST SYSTEM THE CITY OF NEWPORT, KY**

### **INVITATION TO BID:**

The City of Newport is soliciting proposals for vehicle exhaust system over the fire department portion of the municipal complex located at 998 Monmouth Street, Newport KY. Copies of the Specification Documents may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky 41071 or at [www.newportky.gov](http://www.newportky.gov). Pursuant to specifications on file in the Office of the City Clerk of the City of Newport one (1) original and one (1) copy shall be submitted in a sealed envelope labeled as follows: **“BID – FIRE DEPARTMENT VEHICLE EXHAUST SYSTEM.”**

### **BID SPECIFICATIONS:**

SEALED BIDS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky, 41071, **until ten o'clock (10:00) a.m. EDT, on Monday, March 4, 2019** and then publicly opened and read aloud in the Multi-Purpose Room, 1<sup>st</sup> Floor of the Newport Municipal Building at 998 Monmouth for the: **“Bid for Fire Department Vehicle Exhaust System”**.

Successful bidders must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs. The City of Newport is an Equal Employment Opportunity Employer. In addition, the successful bidder must obtain an Occupational License from the City Finance and Administration Department prior to commencing work.

The City of Newport intends to award the contract to the lowest responsible vendor. The City reserves the right to reject any or all proposal and to waive any informalities or irregularities in the proposals received.

Any and all questions dealing with this proposal should be reduced to writing and faxed to Amy Able, City Clerk at (859) 292-3669 or emailed to [aable@newportky.gov](mailto:aable@newportky.gov) by no later than noon on Wednesday, February 27, 2019. Attempts will be made to answer all inquiries within two business days of receipt. Potential bidders are responsible for checking back at [www.newportky.gov](http://www.newportky.gov) or with the office of the City Clerk for any addendum or corrections that may be issued. Potential bidders may choose to register with the City Clerk to received notification of such addenda or corrections.

## **GENERAL INSTRUCTIONS FOR BID**

1. All bid expenses are to be borne by the bidder.
2. Bids may be withdrawn upon receipt of a written request prior to the date and time of submission as noted in this RFP.
3. Questions or clarifications must be submitted in writing as noted in the bid specification section of this document. The City will only recognize written communication and is not responsible for oral interpretations by a City employee, representative, or others.
4. Addenda may be issued up to 48 hours prior to the submission date. Interested proposers must provide detailed contact information including company address, email, and phone numbers so that addenda may be issued in a timely manner. All addenda will be numbered and receipt of such shall be identified in the letter of interest.
5. The City of Newport reserves the right to reject any and/or all submissions and to waive any formalities as part of the selection process.
6. Bids shall be delivered to address listed below in a sealed envelope and must be clearly labeled: "Bid – Fire Vehicle Exhaust System.
7. Bids must contain at least three references which reflect successful completion of contracts for the type of services detailed in the Invitation to Bid.
8. Bid Period – Bid prices are to be firm for ninety (90) days.
9. Project Completion: All work shall be completed by June 30, 2019.

## **SCOPE OF SERVICES**

The selected contractor will be tasked with completing the following work:

- 1.1 The exhaust system shall be designed to vent 100% of exhaust gases and particulate safely to the outside of the fire station. The exhaust system shall be designed and installed by factory trained and authorized personnel, certified by the manufacturer of the exhaust system. Manufacturers shall be required to have a minimum of five years of proven manufacturing experience in the manufacture of emergency vehicle exhaust extraction equipment.
- 1.2 The department shall be able to use the exhaust system for performing engine and pumper checks indoor.
- 1.3 System must be designed for high temperature vehicle exhaust fire rescue applications. The system shall automatically activate, disconnect, shutdown, and reactivate upon return without human intervention.
- 1.4 Exceptions and Variances from any of the specifications outlined in these bid specifications must be acknowledged and listed on a sheet attached to your bid. Failure to list and acknowledge exceptions to the specifications will result in rejection of the bid.

## **SYSTEM DESCRIPTION**

The exhaust shall be a source capture system designed to handle exhaust fumes from vehicles. The system shall address a total of seven (7) capture points housed in Headquarters Fire Station of the Newport Fire Department. Fans shall be large enough to provide a minimum of 650cfm per vehicle. System shall be designed to provide as much flexibility as possible. Tailpipe Adapters shall be of similar size throughout. Installation must be neat and

clean using best material available. An expandable hose track or rail system shall be used to eliminate long hoses that have dips or loops.

**All work shall be completed by June 30, 2019.**

## **BID FORMAT**

1. Required content includes:

- a. Submission of signed bid form serving as statement of interest including firm's availability to undertake this project and acknowledgement of any and all addenda issued for this RFP.
- b. Provide a minimum of three (3) project references with similar services related to the scope of services for this RFP.

2. One (1) original and one (1) copies shall be submitted.

CITY OF NEWPORT, KENTUCKY  
Amy Able, City Clerk  
Published on February 8, 2019

**CITY OF NEWPORT, KY  
BID FORM FOR FIRE DEPARTMENT VEHICLE EXHAUST SYSTEM**

All bidders must provide the following information. Please print legibly or type responses. Please do not use correction tape or correction fluid on proposals being submitted.

**SECTION 1**

Install Vehicle Exhaust Removal System Per Specifications:

\_\_\_\_\_   
Price

All work shall be completed by June 30, 2019.

In full agreement with the terms conditions detailed in the Bid Specifications for Fire Department Vehicle Exhaust System, the bid is hereby submitted.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Printed Name and Title Company of Official

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Date

**ALL BIDDERS MUST provide a minimum of three customer references** of similar services they now perform or have performed in the past for governmental agencies, fire departments/districts, or private organizations. The following information is required:

**Reference #1:**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization/Project  
Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Completion Date of  
Most Recent Work: \_\_\_\_\_

**Reference #2:**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization/Project  
Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Completion Date of  
Most Recent Work: \_\_\_\_\_

**Reference #3:**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization/Project  
Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Completion Date of  
Most Recent Work: \_\_\_\_\_