

INSTRUCTIONS TO BIDDERS

BID ITEM: DESIGN, MANUFACTURE AND DELIVERY OF A PRE-ENGINEERED OR PREFABRICATED METAL BUILDING SYSTEM

It is the intent of the Yorktown Heights Fire District (“the Fire District”) to obtain proposals for the following:

Design, manufacture and delivery of a pre-engineered or prefabricated metal building system, to be known and used as the Temporary Fire Station at 1916 Commerce Street, Yorktown Heights, New York.

The following items are to be included in the price of the bid:

The bid price shall include the design, fabrication and delivery of a complete pre-engineered or prefabricated metal building system suitable for use as a temporary fire station, including the storage of fire apparatus, and in conformance with the accompanying “Specification for 1916 Commerce Street Temporary Two-Bay Fire Station,” for field erection and assembly by Others.

The completed structure, assemblies, component parts, etc. shall be (i) designed and constructed with due consideration of the nature and distribution of loads sustained at the above-referenced location, (ii) capable of withstanding structural and other loads, exposure to weather and other anticipated uses and conditions without failure, and (iii) conform to applicable codes as required for acquiring permits.

The bid price shall include the provision of complete building erection drawings and installation manuals, including specific directions and information regarding the required sequence and methods of field construction.

The bid price shall include the provision of a Letter of Design Certification, signed and sealed by a qualified professional engineer licensed or authorized to practice in the State of New York.

The bid price shall include all warranties. All UCC warranties to apply. The bid proposal shall identify all applicable explicit warranties, as well as any disclaimers.

The bid price shall include all shipping, handling, transportation and delivery costs (FOB Destination).

The bid price shall include applicable post-delivery services, including availability to answer questions, consult, troubleshoot, etc. during the field erection process.

BIDDER’S RESPONSIBILITIES:

The bidder must be familiar with all applicable local, state and federal laws, shall have all necessary licenses or certifications, and shall perform all work in full compliance with all federal, state, and local statutes, rules, regulations and ordinances.

If a bidder finds a discrepancy in, or omissions from the Instructions to Bidders or the Specifications, or has a question as to their meaning, the bidder shall notify the Fire District contact listed below.

Addenda, if any, will be posted on yorktownfire.org, under “Public Notice”. All bidders are urged to check yorktownfire.org before submitting their bid.

FIRE DISTRICT CONTACT:

Jeanmarie Klaus, Secretary, Yorktown Heights Fire District
c/o Joseph Eaton, CPA, 334 Underhill Avenue, Ste 4B, Yorktown Hts., NY 10598
jeandistrict@yorktownfire.org or (914) 962-5561 x2

BID DOCUMENTS:

All bids must be submitted in a sealed envelope clearly marked “Temporary Fire Station at 1916 Commerce Street.”

All bids must be submitted in duplicate (original plus one copy, in a single sealed envelope).

All bids must be accompanied by a signed and notarized Affidavit of Non-Collusion (*see attached*).

All bids must be accompanied by a written statement that no officer, director or stockholder is an officer or employee of the Yorktown Heights Fire District or is a relative of any such Yorktown Heights Fire District officer or employee (*see attached*).

All bids must include proof of the bidder’s qualifications, including any relevant accreditations and/or certifications, and a list of references and/or representative clients within 500 miles of the delivery location.

All bidders must be authorized to do business in the State of New York, and must be able to provide proof of same upon request (i.e., certificate of doing business or authorization to do business in the state).

The successful bidder shall, upon request, provide the Yorktown Heights Fire District such documentation, records, information and data and response to such inquiries as the Yorktown Heights Fire District may deem necessary or appropriate.

SUBMITTAL OF FORMAL BID PROPOSAL

Bid proposal must be legible and bear an original signature. The Bidder's seal, if a corporation, shall be affixed under the Bidder's signature.

Complete sealed bids, containing all documents requested in these instructions, must be received in the office of Jeanmarie Klaus, Secretary, Yorktown Heights Fire District c/o Joseph Eaton, 334 Underhill Avenue, Ste. 4B, Yorktown Hts., NY 10598 no later than 3:00 pm on Tuesday, May 12, 2026.

The Bidder assumes the risk of any delay in the mail or in the handling of mail. Whether sent by mail, courier, or other means of personal delivery, the bidder assumes the responsibility for having bids received by the time and at the place specified above.

BID ITEM ALTERATIONS

Only formal written changes to the Instructions to Bidders can materially alter the Bid Item description. Addenda, if any, will be posted on yorktownfire.org, under "Public Notice". All bidders are urged to check yorktownfire.org before submitting their bid.

No verbal statement made by a Yorktown Heights Fire District Commissioner, employee or other person is binding on the Fire District nor shall such statement be considered an official part of this public invitation to bid.

Bids shall list and state, with sufficient particularity so as to provide ready identification, any exceptions or deviations from the description of the Bid Item described above.

QUALIFIED BIDDER:

Each bidder must be prepared to present satisfactory proof of its capacity and ability to perform the contract. The Fire District reserves the right to reject any bid where the bidder cannot satisfy the Yorktown Heights Fire District as to its ability to perform, or if the bid is determined not to be in the best interests of the Yorktown Heights Fire District.

METHOD OF AWARD

The Yorktown Heights Fire District intends to award the bid to the lowest responsive and responsible bidder, based on the total amount bid. The Yorktown Heights Fire District reserves the right to award the bid on the basis of best value, based on analysis of technical and aesthetic qualities, reliability, understanding of the Fire District's needs, and price.

The Yorktown Heights Fire District reserves the right to reject any and all bids; to conditionally accept a bid; to waive informalities or technical noncompliance with the Instructions to Bidders, at its discretion; and to award contracts in a manner deemed to be in the best interests of the Yorktown Heights Fire District.

CONTRACT:

The successful bidder must be able to complete the design, manufacture, supply and delivery services described in the Bid Item no later than **September 4, 2026**.

Once the contract is awarded, the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract award, or of its right, title, or interest therein, or its power to execute such contract, to any other person or corporation without the previous written consent of the Yorktown Heights Fire District.

DELIVERY:

The successful bidder shall deliver the Bid Item to the Yorktown Heights Fire District at 1916 Commerce Street, Yorktown Heights, New York. All delivery costs shall include delivery FOB Destination.

Delivery shall be on an agreed-upon date(s) and time(s), scheduled no less than twenty-one (21) days in advance, and shall be completed during the Fire District's preferred hours (Monday - Friday between 7am and 3 pm), unless otherwise agreed to, at the convenience of the Fire District. Any work to be done at premium time shall be done at no additional cost to the Fire District.

The bidder shall deliver components and all other items so as not to be damaged or deformed. The bidder shall package components and all other items so as to provide protection during transportation and handling.

The Bid Item shall remain the property of the bidder until accepted by the Yorktown Heights Fire District. Upon delivery, the Bid Item shall be inspected in the presence of an authorized representative of the Yorktown Heights Fire District. The successful bidder shall make, at its own expense, any adjustments or alterations that may be required by the Yorktown Heights Fire District as a result of the inspection, prior to acceptance by the Yorktown Heights Fire District.

The Yorktown Heights Fire District reserves the right to reject delivery of any damaged, deformed, defective or non-conforming items.

TAX

The Yorktown Heights Fire District is exempt from paying manufacturer's excise, floor or sales tax and for that reason the bid price shall not include any tax on the item(s) specified.

INDEMNIFICATION:

The successful bidder agrees to defend, indemnify and hold harmless the Yorktown Heights Fire District its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the Yorktown Heights Fire District which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the awarded bid arising from any act, omission or negligence of the successful bidder, its agents, and employees, or arising from any breach or default by the successful bidder. Nothing herein is intended to relieve the Yorktown Heights Fire District from its own negligence or misfeasance or to assume any such liability for the Yorktown Heights Fire District by the successful bidder.

INSURANCE:

Certificates of insurance shall be furnished by the successful bidder no later than fourteen (14) days after notice of award and prior to commencing work, unless such time is extended by the Yorktown Heights Fire District. Insurance shall be maintained without interruption for the duration of the Contract.

If proof of insurance is not provided in acceptable form within this period of time, then the Fire District may declare the bidder nonresponsive and award the contract to the next lowest responsible bidder.

AFFIDAVIT OF NON-COLLUSION
(Pursuant to G.M.L. §103-d)

STATE OF _____)
COUNTY OF _____)

_____ being duly sworn deposes and says under penalty of perjury:

I have submitted a bid or proposal made to the Yorktown Heights Fire District for work or services performed or to be performed or goods sold or to be sold.

By submission of this bid, I certify under penalty of perjury, that to the best of knowledge and belief:

- The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Dated: _____

Seal of the Corporation

By (Name and Title): _____

STATE OF _____
COUNTY OF _____ ss:

On the _____ day of _____, 20____, before me, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATEMENT

_____, 20__

Jeanmarie Klaus, Secretary
Yorktown Heights Fire District
c/o Joseph F. Eaton CPA PC
334 Underhill Avenue, Ste. 4B
Yorktown Heights, New York 10598

Re: **DESIGN, MANUFACTURE AND DELIVERY OF A PRE-ENGINEERED
OR PREFABRICATED METAL BUILDING SYSTEM**

To Whom it May Concern:

No officer, director or stockholder of _____ is an officer or employee of the Yorktown Heights Fire District. No officer, director or stockholder of _____ is a relative of any officer or employee of the Yorktown Heights Fire District.

Signature

Print Name

Title

Seal of the Corporation