



**Request for Proposals
One (1) Emergency Generator System
City of North Tonawanda Fire Department
Douglas D. Orlowski, Fire Chief**

Proposal Packages Due By: January 9, 2026 at 11:00 a.m.

**Submittals shall be delivered in a sealed package container or envelope
clearly marked on the outermost portion of the package:
North Tonawanda Fire Department Emergency Generator System Bid #2025-01**

Bids will be received at:
North Tonawanda City Clerk's Office
216 Payne Avenue
North Tonawanda, NY 14120

A non-collusion certificate must be signed and submitted by each bidder.

No bidder may withdraw their bid within sixty (60) days after the actual opening thereof.

Direct Questions to:
Chief Douglas D. Orlowski
E-Mail: FireChief@NTFire.com
Phone: 716-693-2201

City of North Tonawanda Fire Department

Request for Proposals on

One (1) Emergency Generator System

1. Introduction

- 1.1 The City of North Tonawanda Fire Department is seeking proposals for the purchase of one (1) Emergency Generator System. The Emergency Generator System shall meet the minimum specifications listed below. All proposals must conform to these specifications and be presented on the forms provided for that purpose.

2. Proposals

- 2.1 Bids must be submitted on the forms included in this document and must be properly signed in the spaces indicated. Two (2) complete sets of bids must be submitted in a sealed envelope plainly marked with the bid number through the City of North Tonawanda City Clerk's Office. Proposals submitted otherwise will be rejected.
- 2.2 The City of North Tonawanda reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the equipment or services for its intended use, and further, specifically reserves the right to make the award in the best interests of the City. Other factors that will be considered in awarding the proposal are price, quality, and time required to make delivery. Unless otherwise specified by the bidder, the City reserves the right to accept any item in the bid and award items to one single provider.
- 2.3 Failure to respond to any requirements outlined in this RFP, or failure to enclose copies of the required documents, may disqualify the proposal.
- 2.4 The date of delivery as shown in the proposal may be taken into consideration in the award or in cancellation of the award for breach of contract.
- 2.5 A contract will be awarded after an evaluation of all proposals has been made, and in the interest of suitability to the City's needs and/or economy, equipment, furnishings, or service other than the cheapest in price may be selected.
- 2.6 Each proposal shall be submitted in sequence with the attached specifications for ease of checking compliance of bids.
- 2.7 Each bid proposal shall be signed by an authorized representative of the company submitting the bid. Any proposal which is not signed by a representative of the company submitting the bid will be immediately rejected.

- 2.8 The City reserves the right to accept or reject any or all bids based on the bid specifications outlined below.
- 2.9 All bid requirements and specifications are the minimum qualifications for bidding. Bids that exceed these specifications are deemed to be acceptable.
- 2.10 Purchaser does not, in any way, obligate itself to accept the lowest Bid.
- 2.11 Proposals may be rejected for any alteration, erasures, or penciled entries. No bidder may withdraw his proposal for at least sixty (60) days after the scheduled closing time for the receipt of bids.
- 2.12 Proposals will be received at or prior to the time set for the opening of bids. Proposals received after the "Bid Opening" will be returned unopened.
- 2.13 Costs incurred for the development of proposals are entirely the responsibility of the Vendor and shall not be charged to the North Tonawanda Fire Department.
- 2.14 The North Tonawanda Fire Department does not accept alternate contract language from a prospective Vendor. A proposal submitted with such language will be considered a counter proposal and shall be rejected.
- 2.15 All proposals shall indicate warranty specifications, including warranty procedures, should the need arise.
- 2.16 The bids will be opened publicly and read aloud at the time and date above.

3. Exceptions to the Specifications

- 3.1 These specifications are based upon design and performance criteria which have been researched and analyzed by the department. Therefore, major exceptions to these specifications will not be accepted.
- 3.2 To the right side of each selection for a particular specification, the bidder shall state "YES", "NO" or "EXCEPTION" indicating the exact compliance with the specification.
- 3.3 All deviations and exceptions, no matter how slight, shall be clearly explained in writing with the bid proposal. All exceptions must list the section and fully describe the exception alternative.
- 3.4 The City of North Tonawanda Fire Department may choose to reject bids based on the exceptions.

4. Evaluation and Selection

- 4.1 At the time of the proposal opening, each proposal shall be verified for the presence, or absence of, required information in conformance with the submission requirements of this RFP.
- 4.2 Proposals containing false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Vendor, may be rejected.
- 4.3 Award will be made to the Vendor who best meets the requirements set forth by the North Tonawanda Fire Department.
- 4.4 Any specification exception must be detailed in writing.

5. Contact

- 5.1 Any questions regarding the specifications should be directed to Chief Douglas D. Orlowski, City of North Tonawanda Fire Department, (716) 693-2201 or FireChief@NTFire.com.

6. Minimum Specifications of the Emergency Generator System

- 6.1 It is the intent of these minimum specifications to describe certain equipment in sufficient detail in order to obtain competitive proposals from qualified vendors for the furnishing, delivery, and installation of said equipment to be used within the City of North Tonawanda Fire Department. All parts not specifically mentioned which are necessary to provide the equipment and installation described shall be included in the proposal. Said parts shall conform in strength and quality of material and workmanship to what is usually provided for the trade in general. Any omissions of components in these specifications are inadvertent and should be included in the proposed equipment and installation.

| Specifications | Yes | No | Exceptions |
|---|------------|-----------|-------------------|
| One (1) Onan 60 KW 120/208V 3-Phase Natural Gas powered quiet attenuated outdoor enclosure genset | | | |
| One (1) Onan OTEC 225 indoor transfer switch | | | |
| Genset is to be located on the side of the #3 side of the building. | | | |
| The transfer switch is to be wall mounted inside the building. | | | |
| The transfer switch will control the power to the entire building. | | | |
| Outdoor concrete pad for placement of the genset | | | |
| All necessary wiring | | | |
| All the natural gas line piping | | | |
| Initial start-up | | | |
| Removal of the existing transfer switch located in the boiler room. | | | |
| Discontinuing the use of the current generator to include removal from service and draining of fluids. Original generator will be safely left in place. | | | |
| Training in the use of the equipment upon completion of the installation. | | | |
| All Equipment to be installed at North Tonawanda Fire Headquarters which is located at 495 Zimmerman St. North Tonawanda, NY 14120. | | | |
| All labor necessary for proper installation by licensed electricians/contractors. | | | |
| Follows all Local and NY State Building Codes for both the installation and equipment used. | | | |
| Warranty specifications and warranty procedures included. | | | |

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I, _____, as an authorized signer for my company hereby certify that the figures contained in this Bid Proposal are accurate and correct. I have also read and understand the specifications for the City of North Tonawanda Fire Department Emergency Generator System and submit this Bid Proposal for consideration.

Signed _____

Print Name _____

Title _____

Company _____

Mailing Address _____

Phone _____

Date _____

Anti-Collusion Statement

By offering a submission to this Invitation for Bid, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties to this request for proposal whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this request for proposal:

- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- b. Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- d. The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

Vendor Name: _____

Address: _____

Representative Name (Print): _____

Representative Name (Sign): _____

Date: _____

Phone Number: _____