

City of Mentor

BID SET

REMOUNT OF A 2019 TYPE I AMBULANCE

The City of Mentor
8500 Civic Center Boulevard
Mentor, Ohio 44060

APRIL, 2026

CITY OF MENTOR OFFICIALS

ADMINISTRATION

Kenneth J. Filipiak, City Manager

Mate Rogonjic, Finance Director

Lisa Klammer, Interim Law Director

David A. Swiger, City Engineer

Lorne Vernon, Director of Public Works

Kenneth Kaminski, Director of Parks, Recreation and Public Facilities

Kevin Malecek, Director of Economic Development and International Trade

Kathy Cantanzriti, Planning Director

Kenneth Gunsch, Chief of Police

Ron Zak, Fire Chef

COUNCIL

Janet A. Dowling, President of Council

Ray Kirchner, Vice-President of Council

Sean P. Blake, Councilperson, Ward 1

Matthew E. Donovan, Councilperson, Ward 2

Charles E. Pinkerman, Councilperson, Ward 3

John A. Krueger, Councilperson, Ward 4

Brian G. Cook, Councilperson-at-Large

Julie Schiavoni, Clerk of Council

TABLE OF CONTENTS

THE CITY OF MENTOR
8500 CIVIC CENTER BOULEVARD
MENTOR, OH 44060

SPECIFICATIONS AND BID FORMS FOR:
REMOUNT OF A 2019 TYPE I AMBULANCE

CONTENTS:

I. LEGAL NOTICE.....Page(s): LN-1

II. INSTRUCTIONS TO BIDDERSPage(s): IB-1 – IB-4

III. BUSINESS ENTITY RESOLUTION Page(s): BER-1

IV. BIDDERS ACCEPTANCE TO CONTRACT Page(s): BAC-1 – BAC-7

V. SPECIFICATIONS Page(s): 1 - 14

VI. PROPOSAL-CONTRACT FORM Page(s): 15

VII. STATEMENT OF BIDDER QUALIFICATIONS Page(s): 16 - 17

CITY OF MENTOR
PURCHASING OFFICE

DATE: FRIDAY, APRIL 17, 2026

12:00 PM

ALL BIDS SUBMITTED MUST INCLUDE THE REQUIRED PROPERLY EXECUTED BIDDERS ACCEPTANCE TO CONTRACT (BAC-1).

CONTRACT (BAC-1) AVAILABLE ONLY BY CONTACTING KYLE KASKY AT KASKY@CITYOFMENTOR.COM OR (440)974-5774

ADVERTISEMENT FOR BIDS/PUBLIC NOTICE TO BIDDERS

Sealed proposals will be received at the Purchasing Department, City of Mentor, 8500 Civic Center Boulevard, Mentor, Ohio until 12:00 PM April 17, 2026 and will be opened and read immediately thereafter for the following project:

REMOUNT OF A 2019 TYPE I AMBULANCE

Bids must be in accordance with specifications advertised on the City of Mentor website: www.cityofmentor.com/category/rfp.

BY ORDER OF

Kenneth J. Filipiak, City Manager

Publish: *News-Herald*

APRIL 3, 2026
APRIL 10, 2026

SECTION 1
BID DOCUMENTS AND BID FORMS

II.

INSTRUCTIONS TO BIDDERS

The Instructions to Bidders governs, except where amended by the Specifications.

The Bidder is responsible for reading and understanding all items herein:

1. Except as otherwise provided herein, the Instructions to Bidders, Proposal-Contract Form, and all specifications, drawings and other documents referred to herein shall be a part of the contract.

2. DEFINITIONS:

- A. The term "Bidder" or "Contractor" shall mean the corporation, partnership or individual proposing or under contract to furnish the material, labor, and/or equipment listed in the Specifications.
- B. The term "City" shall mean the City of Mentor, Ohio.
- C. "Calendar Day" shall mean every day shown on the calendar.
- D. "City Manager" shall mean the Mentor City Manager or his duly authorized representative.

3. PROPOSAL: To be entitled to consideration, a proposal must be made in accordance with the following instructions:

- A. Preparation: Each proposal shall be submitted on the forms furnished by the City. All signatures shall be clearly and legibly written in long hand. No oral, facsimile or telephonic proposal or modifications will be considered. Each proposal shall show the breakdown for each item as directed on the Proposal-Contract Form. All proposals shall be considered informal which contain items not specified in the Proposal-Contract Form.

Prices for material and equipment shall include transporting and delivery to any place designated on the City's purchase order, within the corporate limits of the City. In the event of a discrepancy between unit proposal prices and extension thereof, the unit proposal price shall govern.

- B. Names of Bidders: Each proposal shall give the full business address of the Bidder(s) and be signed by them with their usual signature. Proposals by partnerships shall furnish the full names of all partners and shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing.

Proposals by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and title of the President, Secretary or other person authorized to bind it in the matter.

The name of each person signing shall also be typed or printed below the signature. A proposal by a person

who affixes to their signature the word "President," "Secretary," "Agent" or other title without disclosing their principal may be held to be the proposal of the individual signing.

When requested by the City, satisfactory evidence of the authority of the officer or agent signing on behalf of a corporation or partnership shall be furnished.

- C. Delivery: The proposal shall be sealed in an envelope, addressed to:

City of Mentor
c/o Purchasing Department
8500 Civic Center Boulevard
Mentor, Ohio 44060

and delivered to the office of the Purchasing Coordinator on the date set forth in the legal advertisement. The sealed envelope shall also bear the name of the Bidder, the general item(s) proposed, and the date the proposals are to be opened. Proposals will be received until the date and time specified in the legal advertisement. Proposals will be opened and read immediately thereafter, in 2nd Floor Conference Room, Mentor Municipal Center. Proposals received after the date and time specified will be returned unopened to the Bidder.

- D. Proposal to Include All Work: Each proposal shall include all equipment, material, supplies or services described in the Instructions to Bidders, Specifications, Proposal-Contract Form and all drawings.
- E. Withdrawal of Proposal: Permission will not be given to withdraw or modify any proposal after it has been deposited as provided above. Negligence on the part of a Bidder in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.
- F. Acceptance or Rejection of Proposal: The City reserves the right to accept any proposals within sixty (60) calendar days after the same are opened, as provided above. The City reserves the right to accept any proposals which, in its opinion, are deemed to be in the best interest of the City. The City reserves the right to reject any or all proposals.

In determining the award, each item may be considered separately, and separate contracts may be awarded on the various items, unless specified to the contrary in the Specifications.

- G. Proposal Bond or Check: Each proposal must be accompanied by a cashier's or certified check, an irrevocable letter of credit, or by a proposal bond, signed by a surety company authorized to do business in the State of Ohio, in the amount of five (5) percent of the pro-

posal and made payable to the City of Mentor, as a guarantee that the contract will be honored in the event it is awarded to the Bidder, and as a guarantee that the Bidder to whom the contract is awarded will sign all documents necessary to formalize the contract, if any.

H. Forfeiture of Check or Proposal Bond: If the Bidder to whom the contract is awarded shall fail to honor the contract, or fail to sign the documents necessary to formalize the contract, if any, the deposit accompanying the proposal shall thereupon be forfeited to the City for and as liquidated damages. The work may then be readvertised or awarded to the deemed second best Bidder as the City may determine.

I. Quantities: The quantities of the work shown on the Specifications and Proposal-Contract Form are estimated by the City and will be used as the basis for comparison of the proposals only. The City reserves the right to decrease or increase any quantities and to eliminate any item(s) on the plans or proposal.

J. Informal Proposals: Proposals may be rejected for the following reasons:

- 1) If the proposal is on a form other than that furnished by the City or if the form is altered or any part thereof detached.
- 2) If there are any unauthorized additions, conditional or alternate proposals, or other irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- 3) If the Bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award. This does not exclude a proposal limiting the maximum gross amount of awards acceptable to any one Bidder at any one proposal letting, provided that the City will make any selection of awards.
- 4) If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items or lump sum items.

4. A. Competency of Bidders: No proposal will be considered unless the Bidder submitting the same shall furnish evidence satisfactory to the City Manager that they have the necessary equipment, ability and financial resources to fulfill the conditions of the contract and Specifications. Previous experience and responsibility of the Bidders will be considered in awarding the contract. No contract will be awarded to any Bidder who is in arrears to the City upon debt or contract, or who is in default as surety or otherwise upon any obligation to the City.

B. Disqualification of Bidders: Any of the following reasons may be considered as being sufficient for the disqualification of a Bidder and the rejection of their proposal or proposals.

- 1) More than one proposal for the same work from an individual, firm or corporation under the same or different names.
- 2) Evidence of collusion among Bidders. Participants in such collusion will receive no recognition as Bidders for any further work of the City until any such participant shall have been reinstated as a qualified Bidder.
- 3) Proposal prices that obviously are unbalanced.

5. WRITTEN AND ORAL EXPLANATIONS: Should a Bidder find discrepancies in, or omissions from, the drawings or Specifications, or should they be in doubt as to their meaning, they shall at once notify the City, which may send written instructions to all Bidders. The City will not be responsible for any oral instructions.

6. ADDENDUM OR MODIFICATION: Any addendum or modification issued during the time of bidding shall be covered in the proposal and in awarding a contract, such addendum or modification will become part thereof. In the event any such addendum or modification is issued by the City within 72 hours of the time set for the closing of proposals, excluding Saturdays, Sundays and legal holidays, the time for submitting proposals shall be extended one (1) week, with no further advertising of proposals.

7. TAX EXEMPTIONS: The City is exempt from federal excise and transportation taxes and Ohio State sales tax. Prices quoted should not include either federal excise or Ohio State sales tax. Tax exemption certificates covering these taxes will be furnished upon request.

The transportation tax is not applicable on any purchase consigned to the City and no tax exemption certificate is required. If for any reason a contemplated purchase would not be tax exempt, this fact will be indicated in the Specifications, and such taxes may be included in the price or shown as a separate item in the proposal.

8. DISCRIMINATION: In hiring of employees for the performance of work under this contract or any subcontract, neither the Contractor, subcontractor, nor any person acting in their behalf shall by reason of race, creed, color, age, sex or handicap discriminate against any citizen of the State in the employment of any laborer or worker who is qualified and available to perform the work to which the employment relates.

Neither the Contractor, subcontractor, nor any person in their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, age, sex or handicap.

9. INSURANCE: If the Specifications indicate insurance is required, then the Contractor shall obtain and pay for the following types of insurance:

- (a) Commercial General Liability insurance with minimum limits of not less than \$1,000,000 combined single limit. Coverage is to include contractual liability, a per

project general aggregate limit, primary and non-contributory other insurance provision, waiver of subrogation in favor of the City and additional insured status for the City including ongoing operations and products and completed operations. If such coverage is written on a Claims Made or Claims Made and Reported basis, (i) such coverage will have a retroactive date that is equal to or that precedes the date of the contract and be maintained for a minimum period of not less than three (3) years after the termination or expiration of the contract, (ii) may be replaced with other Claims Made or Claims Made and Reported coverage with a retroactive date that is equal to or that precedes the date of the contract and maintained for a minimum period of not less than three (3) years after the termination or expiration of the contract or (iii) may be cancelled after the termination of or expiration of the contract only if it is replaced by an extended reporting period with a duration of not less than three (3) years.

- (b) Automobile Liability insurance providing coverage for all owned, non-owned and hired automobiles with minimum limits not less than \$1,000,000 combined single limit. Coverage shall include additional insured status for the City and a waiver of subrogation for the City.
- (c) Worker's Compensation which meets all statutory minimum requirements

All policies must be written with insurance companies acceptable to the City. All policies are to provide the City with thirty (30) days advanced written notice of cancellation or non-renewal with the exception of cancellation for non-payment of premium which shall be ten (10) days. Contractor shall supply certificates of insurance evidencing the required coverage and shall furnish renewal certificates thirty (30) days prior to the renewal date. Failure of the City to request certificates does not relieve the Contractor from the obligation to maintain the required insurance.

- 10. LIABILITY: The Bidder shall defend, indemnify, and save harmless the City and its officers and agents from all claims, demands, payments, suits, actions, recoveries and judgments of every description, whether or not well founded by law, brought or recovered against it, by reason of any act or omission of said Bidder(s), their agents, subcontractors or employees, in the execution of the contract, or for the use of any patented inventions by said Bidder. A sum sufficient to cover aforesaid claims, including attorneys' fees, may be retained by the City from monies due or to become due to the Bidder under contract, until such claims shall have been discharged.
- 11. ROYALTIES AND/OR LICENSE FEES: The Bidder shall pay all royalties and license fees. The Bidder herein agrees to assume and save the City, its officers and agents harmless from liability of any kind or nature whatsoever, arising out of the use by the City, its officers and agents of any item, appliance, apparatus or mechanism, material or service which may be furnished or installed by the Bidder under the terms of this contract, including patent or copyright infringement, and to defend the City from any and all such liabilities whether or not such claims are well founded by law.

- 12. ASSIGNMENT OF CONTRACT: The Bidder who is awarded a contract shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or right, title or interest in or to the same, or any part thereof, without previous consent in writing from the City Manager, endorsed on or attached to the contract.
- 13. CANCELLATION: Should the material(s) supplied or delivered to the City under this contract fail at any time to meet the Specifications required by the contract, then in such event, the City may cancel this contract upon written notice to the Bidder.
- 14. CONTROL OF WORK: The City Manager, or his designated agent, will decide all questions which may arise as to the quality and acceptability of materials furnished and work performed and as to the rate of progress of the work; all questions which may arise as to the interpretation of the plans and Specifications; all questions as to the acceptable fulfillment of the contract on the part of the Contractor, and as to compensation.
- 15. CLAIMS FOR ADJUSTMENT AND DISPUTES: If, in any case, the Contractor deems that additional compensation is due for work or material not clearly covered in the contract or not ordered by the City Manager as extra work, as defined herein, the Contractor shall notify the City Manager in writing of their intention to make claim for such additional compensation before they begin the work on which the claim is based. If such notification is not given and the City Manager is not afforded proper facilities by the Contractor for keeping strict account of actual costs as required, then the Contractor hereby agrees to waive any claim for such additional compensation. Such notice by the Contractor, and the fact that the City Manager has kept account of the cost aforesaid, shall not in any way be construed as proving or substantiating the validity of the claim. If the claim, after consideration by the City Manager, is found to be just, it will be paid as extra work in the amount as approved by the City Manager.
- 16. DURATION OF CONTRACT: The duration of the contract shall be for the period stated in the Specifications, and shall include all material, equipment and/or services ordered or delivered during the period. All prices quoted shall be for a definite fixed period unless otherwise noted in the Specifications.
- 17. PURCHASES: After a contract has been signed, it shall only become operative upon delivery to the Bidder a duly signed purchase order. The City shall only be obligated under the contract to the extent of such purchase order. The City shall not become liable for any claims in the event that the total quantity of material ordered or services performed under the contract should prove to be greater or less than the estimated amount in the Specifications.
- 18. DELIVERY: The Bidder agrees to make deliveries of supplies and materials within a reasonable period from the time purchase orders are received, which reasonable time is estimated to be thirty (30) days.

If deliveries are not made within such period, then the City may purchase such items in the open market; and if the prices paid by the City shall be greater than the contract price, the Bidder agrees to reimburse the City for any loss or losses that the City may thereby sustain.

Delivery time for vehicles and equipment may be extended beyond thirty (30) days, provided the Bidder has noted the delivery time in the appropriate space on the Proposal-Contract Form.

19. PAYMENT OF INVOICES: Invoices will be due and payable within thirty (30) days of receipt of the invoice by the City. All invoices should be mailed to the attention of the Accounts Payable Department. Payments may be made on a basis of estimated partial completion of work or delivery, and the City may withhold a percentage of each partial payment until completion of the contract. The City may withhold a percentage of the final estimate for a specified period as a guarantee. Such a procedure for partial payments must be provided for in the Specifications.
20. CONTRACT BOND: The successful Bidder will be required to furnish the approved bond for the faithful performance of the contract in the amount of one hundred percent (100%) of the contract price. Such bond shall be that of an approved surety company or personal bond upon which the sureties are persons not interested in the contract, or, if interested, collateral security shall be furnished, all of which is to be to the satisfaction of the Law Director, including sureties.

In lieu of a performance bond the City may elect to hold the Proposal Deposit Check, submitted with the proposal, until the contract has been fulfilled. **Any deviation from the required one hundred percent (100%) figure will be noted in the Specifications.**
21. GENERAL: Contractors shall furnish all labor, equipment, materials, services and supplies necessary to complete the proposed work. All work shall be performed according to all standards of good workmanship complete in every detail. Contractors shall coordinate their work with the work of others and, upon completion, remove tools, equipment, waste and debris and leave the site in "broom-clean" condition. Contractors shall warrant all equipment, materials, services and supplies with the normal and usual warranties, including, where applicable, warranties of merchantability and fitness for a particular purpose.
22. WAIVERABILITY: The City of Mentor reserves the right to accept any part of any proposal and reject all or parts of any and all proposals, and waive any informalities in the bidding procedure.
23. PREVAILING WAGE: Contractors must comply with ORC Chapter 4115 when applicable. It is the Contractor's responsibility to contact the City's Prevailing Wage Coordinator to determine requirements.
24. TAXES: Contractor shall pay and/or withhold all sales, consumer, use, employment and other taxes (including the City of Mentor 2% income tax) paid or withheld by Contractor in accordance with the Laws and Regulations of the

United States, State of Ohio and City of Mentor which are applicable during the performance of the work.

QUESTIONS:

Finance:

Kyle Kasky, Staff Accountant
8500 Civic Center Blvd
Mentor Ohio, 44060
Phone (440)974-5774
Kasky@cityofmentor.com

Fire Department:

Fire Chief Ronald Zak, Mentor Fire Department
8467 Civic Center Blvd
Mentor, Ohio 44060
Phone (440)974-5765 Ext. 5001
Zak@cityofmentor.com

III. BUSINESS ENTITY RESOLUTION

_____, of _____
(Name of Officer) (Name of Business Entity)

an _____ Business Entity hereby certifies that the following is a true
(State where incorporated/organized if applicable)

and correct copy of a resolution duly adopted by the Board of Directors of _____,
(Business Entity Name)

on _____, _____, to wit:
(Month, Day) (Year)

"Resolved, that _____* of this Business Entity, namely
(Name of Officer)

_____, be and he/she hereby is authorized and directed to enter into any and all
(Title of Officer)

contracts, bid guaranty and performance bonds with **THE CITY OF MENTOR, OHIO**, for the purpose of

furnishing labor and/or materials as to _____
(Title of Bid)

at such price and upon such terms and conditions, including any amendments or modifications thereto, as

said _____ in his/her sole discretion shall deem best,
(Title of Officer)

and that said actions shall be binding upon the Business Entity.

"Resolved, further, that said _____* be, and he/she further is
(Name of Officer)

hereby authorized and directed to execute and deliver unto said **CITY OF MENTOR, OHIO** other
instruments which in his/her discretion he/she shall deem necessary to carry out the forgoing resolution."

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Business Entity
(if applicable) at _____ this _____ day of _____, _____, and I
further certify that said resolution is still in force and effect.

SECRETARY

SEAL

*Name must agree with signature on page Bidders Acceptance to Contract

THIS PAGE HAS BEEN INTENTIONAL OMITTED IN ATTEMPT TO KEEP RECORD OF A PLANHOLDERS LIST.

CONTRACT (BAC-1) AVAILABLE ONLY BY CONTACTING KYLE KASKY AT KASKY@CITYOFMENTOR.COM OR (440)974-5774

B. NOTICE OF AWARD

Whereas, <AWARDED VENDOR> responded to an invitation to bid as to purchase of a wheel loader and whereas said bid by <AWARDED VENDOR> was approved by the City Council as the lowest and best bid, now, therefore, the City of Mentor awards the contract subject to final acceptance below to <AWARDED VENDOR> to be performed pursuant to the terms and conditions specified in the following documents (component parts):

1. Instructions to Bidders
2. Bond or Certified Check
3. Specifications: General Requirements/Contractor's Responsibilities
4. Proposal/Contract Form
5. Other

Kyle Kasky, *Purchasing*

Date

C. VENDOR AGREEMENT

<AWARDED VENDOR> hereby agrees to perform the services as bid and agrees to abide by all terms and conditions as identified. In the event of contradiction or ambiguity between the paragraphs contained in the *Instructions to Bidders* versus the other more specific paragraphs under *Specifications: General Requirements/ Contractor's Responsibilities, Proposal/Contract Form, Other*, the paragraphs in the *Specifications: General Requirements/Contractor's Responsibilities, Proposal/Contract Form and Other*, shall control. And whereas, the City of Mentor intends to be bound by the contract, it will pay to <AWARDED VENDOR> the sums so stated in the *Proposal/Contract Form* upon satisfactory delivery of the goods and/or performance of the service.

<SIGNATORY>, has reviewed the above component parts of the contract documents and finds no ambiguity in the terms and conditions thereof.

<SIGNATORY & TITLE>

Date

D. ACCEPTANCE BY THE CITY OF MENTOR

THE FOREGOING CONTRACT IS HEREBY ACCEPTED AS TO ALL OF THE COMPONENT PARTS AND, IN SPECIFIC, TO ITEM(S) #

Item(s) # 1 <PROPOSAL LINE ITEMS>

Pursuant to Ordinance <ORD #> Passed on <ORD DATE>

By the Council of the City of Mentor, for the period through <COMPLETION DATE>

FUNDS AVAILABLE:

Mate Rogonjic, *Finance Director*

Date

Kenneth J. Filipiak, *City Manager*

Date

APPROVED AS TO FORM:

Lisa Klammer, *Interim Law Director*

Date

ESCROW WAIVER

In accordance with a certain Contract between the City of Mentor, (hereinafter referred to as "the Owner") and **<AWARDED VENDOR>** (hereinafter referred to as "the Contractor"), it is mutually agreed by and between the parties hereto that no escrow account will be established pursuant to Sections 153.13, 153.14 and 153.63 of the Ohio Revised Code nor shall any interest be paid on any retainage.

CITY OF MENTOR

Kenneth J. Filipiak, City Manager

<AWARDED VENDOR>

<SIGNATORY & TITLE>

DELINQUENT PERSONAL PROPERTY STATEMENT

<AWARDED VENDOR> having been awarded a contract by the City of Mentor, hereby affirms under oath, pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company **was / was not** charged with delinquent personal property taxes on the General Tax List of Personal Property for Lake County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Lake County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest, shall be set forth below.

This statement shall be incorporated into the Contract made between the City of Mentor and **<AWARDED VENDOR>** and no payment shall be made with respect to any Contract unless such statement has been so incorporated as a part hereof.

| | |
|----------------------------------|----------|
| Delinquent Personal Property Tax | \$ _____ |
| Penalties | \$ _____ |
| Interest | \$ _____ |

Signed: _____
<SIGNATORY & TITLE>

Subscribed in my presence, and sworn to before me, this _____ day of _____, **<YEAR>**.

Signed: _____
(Notary Public)

AFFIDAVIT
OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13

STATE OF OHIO

COUNTY OF LAKE

_____ being duly sworn deposes and states
as follows:

1. I am duly authorized to make the statements contained herein on behalf of _____ (“the Contracting Party”).
2. The Contracting Party is a/an (select one):
 - Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust;
 - Corporation organized and existing under the laws of the State of _____;
 - Labor organization.
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification will incur penalties pursuant to 3517.992 (R)(3).

Affiant further sayeth naught.

By: _____

Title: _____

SWORN TO BEFORE ME and subscribed in my presence this _____ day of _____, 2026.

Notary Public

My commission expires: _____

FORM OF NONCOLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says
(Individual Name)

that he/she is _____ of _____
(Sole Owner, Partner, President, Secretary, etc.) (Corporation Name)

the party making the proposal or bid; that such bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly with any Bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other Bidder, or to fix any overhead, profit, or cost element of said Bid price, or of that of any other Bidder, or to secure any advantage against the Owner, or any person interested in the proposed Contract; and that all statements contained in said proposal or bid are true; and further, that such Bidder has not, directly or indirectly submitted this Bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Affiant

Subscribed and sworn to before me this _____ day of _____, 2026.

Notary Public

My Commission Expires: _____

SECTION 5
SPECIFICATIONS

**Mentor Fire Department
Bid Specification
For
Remount of a 2019 Type I Ambulance**

A. GENERAL REQUIREMENTS

1. Intent: The intent of these specifications supplied herein is to remount a 2019 Type I Ambulance on a 2026 F550 4x4 chassis with a gasoline engine. There shall be an extended warrantee of 84 months / 150,000 / 12,000 hours included on this chassis.

2. Brand or Trade Name: Brand names, where mentioned in these specifications, are not intended to be restrictive, but rather to indicate the level of quality required by the City. In any instance where a brand name is mentioned, it is assumed that the phrase “or equal” shall follow.

3. Manuals: One (1) complete set of repair manuals on a flash drive shall be provided with the vehicles at time of delivery. It shall include:

1. Ambulance remount contractor parts, service and operation manuals.
2. OEM chassis owner’s guide.
3. Complete 12 VDC and 125 VAC wiring schematics for all included standard and optional systems.

4. Warranty: Bidder shall submit written conditions and periods of warranty with the bid proposal.

5. Repairs: Bidder must have complete repair facilities and parts inventory in Ohio.

6. O.S.H.A.: Bidder shall comply with the provisions of the Occupational Safety and Health Act and Standards and Regulations issued thereunder and certify that all items conform to and comply with said standards and regulations.

7. Delivery: The successful bidder will be required to deliver the equipment within the number of days as stated on the Proposal-Contract form. Failure to do so may result in a liquidated damage penalty to the vendor of \$20.00 per day beyond the stated delivery date.

8. Title: For each vehicle awarded, the successful bidder will provide a Certificate of Title issued in the name of the City of Mentor.

9. Proposal (Bid) Bond: Section 3G of the Instructions to Bidders is hereby amended. Bidders will **NOT** be required to submit a certified check or bid bond.

10. Contract Bond: Section 20 of the Instructions to Bidders is hereby amended. A bond will **NOT** be required from the vendor awarded an item or items.

MINIMUM REQUIREMENTS These specifications detail minimum requirements acceptable to the City of Mentor. Should the manufacturer's current specifications exceed these, they shall be considered minimum and shall be furnished, and equipment and components included in the bid shall be stipulated. **Any additions, deletions or variations from the minimum must be stated in the space provided with the specifications. No entry in the "Bid Complies" column will be indicative of full compliance. Bidder shall stipulate components supplied in providing a complete unit.**

Any and all parts not specifically mentioned in this specification but which are required for proper and safe operation of the vehicle shall be furnished by the bidder and shall conform in strength, quality of material and workmanship to that provided by the automotive industry in general. All items not specifically mentioned but which are standard factory items shall be furnished.

PROPOSAL DRAWING

A general layout drawing depicting the apparatus layout and appearance shall be provided with the bid. The drawing shall consist of left side, right side, frontal and rear elevation views. The drawing shall be a depiction of the actual apparatus proposed and not of a generic similar product.

BIDDER COMPLIES YES _____ NO _____

WIRING SCHEMATIC

Wiring diagrams of the apparatus shall be provided on a USB flash drive at the time of delivery.

BIDDER COMPLIES YES _____ NO _____

FUNCTION TESTING, ELECTRICAL & VOMPONENTS

All electrical functions and operating components shall be inspected for damage and tested for proper operation. Minor damage shall be repaired under the original bid. Excessive undisclosed damage unknown by the remount contractor will be brought to the bidder's attention and the bidder shall determine the action to be taken

BIDDER COMPLIES YES _____ NO _____

DISMOUNT PROCESS

All electrical, mechanical, and medical systems shall be disconnected between the chassis and the module. The module shall be removed from the chassis and there shall be a full inspection of the entire module structure

BIDDER COMPLIES YES _____ NO _____

CHASSIS

The chassis shall be a Ford F-550 4x4 gasoline engine. It shall also be equipped with liquid springs.

BIDDER COMPLIES YES _____ NO _____

CAB STEPS

Aluminum diamond plate cab steps with a star punch stepping surface shall be provided on the cab. The cab steps shall be bright dip anodized after they are formed to retain finish and increase corrosion resistance.

BIDDER COMPLIES YES _____ NO _____

FLOOR CONSOLE, ALUMINUM ANGLED FRONT W/ REMOVEABLE PLATES - NEW

A new center floor console manufactured out of aluminum and covered in a black onyx scratch resistant, multi-use polychromatic coating with a clear epoxy finish shall be installed in the cab. The console shall include a raised area to accommodate the Weldon Vista display, one (1) USB outlet and siren. The lower portion of the console shall consist of a flat area that shall contain two (2) drink holders, and then to the rear center recessed storage area for maps and binders. The console face plates shall be removable for accessibility and serviceability.

BIDDER COMPLIES YES _____ NO _____

ELECTRICAL COMPONENTS - TRANSFER

Mobile radios, map light and spot light if present, shall be transferred / mounted on the new master control console located in the cab.

BIDDER COMPLIES YES _____ NO _____

VALVE STEM EXTENSIONS – NEW

Air Max valve extensions shall be provided to properly inflate the inner dual tires.

BIDDER COMPLIES YES _____ NO _____

FUEL TANK – FULL UPON FACTORY RELEASE

At time of delivery, the fuel tank shall be completed full. The fuel fill system shall be checked for proper filling to ensure no kinks or blockage in the fill hoses

BIDDER COMPLIES YES _____ NO _____

MODULE

INSPECTION, MODULE

The module exposed welds, tie down braces, structural framing, and gussets shall be inspected for excessive wear, cracks, warping, and corrosion. Minor damage shall be repaired under the original bid.

All lights, warning lights, warning equipment, electric aspirator, oxygen system, electrical system (excluding EMS radio), 125VAC electrical system, engine high idle control, heating, air conditioning and ventilation equipment shall be tested to verify proper operation. All defective components shall be identified and the customer notified of the defect before completion of repair.

All door hinges, latches, and pins, shall be inspected to verify they operate properly. Any damaged or worn parts shall be reported to the bidder with the cost to repair, and or replace, before completion of the repair.

All module exterior compartment and entry door switches shall be inspected to verify proper operation. All defective components shall be identified and the bidder notified of the defect before completion of the repair.

All module exterior compartment and entry door seals shall be inspected, any damaged seals shall be replaced and door openings tested for proper sealing.

A complete list of additional needed repairs discovered during the inspection process shall be provided to the bidder with a detailed quote, the bidder shall determine the action to be taken.

BIDDER COMPLIES YES _____ NO _____

CONNECTIONS, CHASSIS TO MODULE

The module body shall be securely fastened to the chassis frame rail with bolts through rubber insulating spacers installed at chassis specific locations providing noise insulation and easy chassis removal. All bolts shall be properly torqued and secured with Loctite. The chassis manufacturer shall have approved the system for fastening the module to the chassis.

BIDDER COMPLIES YES _____ NO _____

CHASSIS / MODULE CONVERSION

A new chassis specific harness will be installed as needed to accommodate the new chassis type. Additional laterals for support will be installed as needed to accommodate chassis differences. The module shall be re-foamed around any new laterals. The cab shall be trimmed out as necessary and the module will be modified where necessary to accommodate the fuel fill opening.

BIDDER COMPLIES YES _____ NO _____

GROUNDING STRAPS, NEW

Replacement braided grounding straps shall be installed, two (2) grounding straps shall be installed from the module to the chassis frame. Grounding straps shall be installed in a process compliant with KKK 1822-F 3.7.3/3.7.3.1 Grounding/RF Grounding specification.

BIDDER COMPLIES YES _____ NO _____

RECEPTACLE SHORELINE INLET, INSPECT

The existing shoreline inlet receptacle with cover shall be inspected for proper operation.

BIDDER COMPLIES YES _____ NO _____

VISTA SCREEN, MODULE – TRANSFER

If possible, the Weldon V-Mux Vista interface module / display screen shall be reinstalled on the master control console in the cab/chassis area. All required programming updates shall be completed. A new button shall be installed on Vista.

BIDDER COMPLIES YES _____ NO _____

RADIO ANTENNA BASES - TRANSFER/REINSTALL

Existing cab and/or module mounted antenna bases shall be reinstalled/transferred onto the cab and/or module roof. The cables shall terminate in the existing location.

BIDDER COMPLIES YES _____ NO _____

INTERIOR FLUORESCENT LIGHTING - NEW

All existing interior angled lighting shall be replaced with new.

BIDDER COMPLIES YES _____ NO _____

INTERIOR DOME LIGHTING - New

All existing interior dome lighting shall be replaced with new

BIDDER COMPLIES YES _____ NO _____

BATTERY CONVERTER / CHARGER, INSPECT/TEST

A test of the on-board power converter shall be conducted to ensure connection to the shoreline inlet and can maintain the batteries when plugged in.

BIDDER COMPLIES YES _____ NO _____

LIGHTS, FRONT GRILLE - (4) LED, NEW

Four (4) Whelen Ion LED warning lights with red lenses and waterproof connectors shall be installed in the front grille area of the chassis. The lights shall operate from a switch on the master control console labeled "Flashers".

BIDDER COMPLIES YES _____ NO _____

LIGHTS, FRONT -- TRANSFER

The existing front lighting shall be inspected for damage, cleaned. Proper operation of the light functions shall be confirmed.

BIDDER COMPLIES YES _____ NO _____

LIGHTS, REAR -- TRANSFER

The existing rear light bar/lighting shall be inspected for damage, cleaned. Proper operation of the light bar/light functions shall be confirmed.

BIDDER COMPLIES YES _____ NO _____

LIGHTS, LICENSE PLATE, REINSTALL

The license plate light shall be inspected for proper operation.

BIDDER COMPLIES YES _____ NO _____

LIGHTS, REAR TAIL - REINSTALL

Transfer the existing stop/tail lights, turn lights, and back-up lights with chrome bezels in existing locations on the rear of the module.

BIDDER COMPLIES YES _____ NO _____

EXTERIOR SIDE WARNING LIGHTING, INSPECT/TEST

All existing exterior module warning lighting shall be inspected for damage, cleaned. Proper operation of the light functions shall be confirmed.

BIDDER COMPLIES YES _____ NO _____

LIGHTS, INTERSECTION FRONT - WHELEN LED, NEW

Two (2) Whelen LED warning lights with red lenses, chrome flanges, and waterproof connectors, shall be installed on the front chassis fenders, one (1) on each side. The lights shall operate from a switch on the master control console labeled "Flashers".

BIDDER COMPLIES YES _____ NO _____

EXTERIOR SIDE SCENE LIGHTING ,INSPECT/TEST

All existing exterior module side scene lighting shall be inspected for damage, cleaned. Proper operation of the light functions shall be confirmed.

BIDDER COMPLIES YES _____ NO _____

REAR STEP / BUMPER, NEW

A new rear step shall be installed. The rear step illumination lights shall be inspected for proper operation and damage, cleaned and reinstalled on the rear step bumper.

BIDDER COMPLIES YES _____ NO _____

KICKPLATE/THRESHOLD, REAR DOORWAY, NEW

A new rear kick plate shall be installed at the rear exterior doorway, providing a kick / scuff plate at the rear of the vehicle above the rear step.

BIDDER COMPLIES YES _____ NO _____

EXTERIOR COMPARTMENTS, VENTING

Exterior compartments shall be inspected for proper draining and venting for easier closure of the compartment doors. New similar style compartment vents shall be installed.

BIDDER COMPLIES YES _____ NO _____

DOOR SEALS, COMPARTMENT AND ENTRY DOORS - INSPECT

All module exterior compartment and entry door seals shall be inspected, any damaged seals shall be replaced and door openings tested for proper sealing.

BIDDER COMPLIES YES _____ NO _____

GAS SHOCKS, COMPARTMENT AND ENTRY DOORS - NEW

All module exterior compartment and entry door gas shocks (if present) shall be replaced with similar style shocks and tested for proper operation.

BIDDER COMPLIES YES _____ NO _____

FENDERETTES & RUB RAILS NEW

New fenderettes and rub rails shall be installed

BIDDER COMPLIES YES _____ NO _____

STONE GUARDS, MODULE FRONT, NEW

New aluminum diamond plate stone guards shall be installed on the lower section of the module front, one (1) each side.

BIDDER COMPLIES YES _____ NO _____

FUEL FILL/DEF HOUSING, NEW

A new cast aluminum fuel fill and/or DEF housing shall be installed on the module exterior.

BIDDER COMPLIES YES _____ NO _____

HANDLES AND LOCKS, COMPARTMENT AND ENTRY DOORS, TRANSFER

All module exterior compartment and entry door handles and locks shall be inspected, minor damage will be repaired. Any damaged or worn parts shall be reported to the bidder with the cost to repair and/or replace, before completion of the repair process.

BIDDER COMPLIES YES _____ NO _____

EXTERIOR COMPARTMENT COATINGS- LIGHT GRAY

New sound absorbing slip resistant polyurethane material shall be sprayed on all outside compartments. (excluding Battery) compartment.

BIDDER COMPLIES YES _____ NO _____

WINDOWS, MODULE, INSPECT/CLEAN

All module windows shall be inspected and cleaned with all minor damage repaired. Interior window trim rings shall be cleaned, painted and reinstalled. Any damaged or worn parts shall be reported to the bidder with the cost to repair and/or replace, before completion of the repair process.

BIDDER COMPLIES YES _____ NO _____

MODULE INTERIOR- INSPECTION FOR DAMAGE/REPAIR

The module interior walls and cabinets shall be inspected for missing fasteners, damaged trim and damaged cabinet doors. Minor damage will be repaired with similar type fasteners, trim. Cabinet door hinges shall be "staked" as needed for improved operation. A new sharps/trash lid shall be installed on the squad bench lid. A new battery shall be installed in the module clock (if present).

BIDDER COMPLIES YES _____ NO _____

OXYGEN SYSTEM, INSPECT/TEST

The oxygen system shall be completely inspected, including the oxygen regulator, cylinder pressure gauge and safety valve. The system shall be tested and tagged in conformance with NFPA-56-F and KKK-A-1822F. New stainless steel oxygen clamps shall be installed as needed. Four (4) new oxygen retention straps shall be installed in the existing Braun manufactured oxygen retention bracket installed in the outside storage compartment.

BIDDER COMPLIES YES _____ NO _____

LATCHES, CABINET DOORS AND DRAWERS, INSPECT

The existing cabinet door and drawer latches shall be inspected for proper operation, minor damage will be repaired.

BIDDER COMPLIES YES _____ NO _____

HEAT/AIR CONDITIONING SYSTEM, NEW FILTER - INSPECT SYSTEM

The existing heater / air conditioner shall be inspected and minor damage repaired. A new HVAC filter shall be installed. A new accumulator/receiver and expansion block shall be installed. New adjustable heater/air conditioner vents shall be installed in the patient module, similar to the existing.

BIDDER COMPLIES YES _____ NO _____

FRONT CONDENSER- TRANSFERRED

The existing condenser shall be removed from the front of the module for paint purposes. The condenser shall be top center mounted with aluminum mounting brackets. Condenser and brackets are to be painted to match the module and re-installed.

BIDDER COMPLIES YES _____ NO _____

OPTICOM – TRANSFERRED

Transfer the existing Opticom light assembly in the existing location. Confirm operation as needed prior to delivery.

BIDDER COMPLIES YES _____ NO _____

COT FASTENER SYSTEM, REINSTALL

The existing cot fastener system shall be inspected and re-installed after the flooring has been cleaned and waxed. If existing cot fastener is found to be defective, it will be reported to the bidder with the cost of replacement before completion of the ambulance repairs.

BIDDER COMPLIES YES _____ NO _____

FLOORING, NEW

A new floor in the patient compartment shall be installed to match existing.

BIDDER COMPLIES YES _____ NO _____

UPHOLSTERY, INSPECT/CLEAN EXISTING

All upholstery (including all cushions, head pads, door panels (if present) and squad bench) and module seating shall be inspected and cleaned. All damage shall be reported.

BIDDER COMPLIES YES _____ NO _____

EMBLEMS / SIGNS - REAR PATIENT COMPARTMENT, NEW

Two (2) "No Smoking / Oxygen Equipped / Fasten Seat Belts" signs shall be provided. One (1) sign shall be installed in the cab and one (1) above the oxygen outlets in the patient compartment street side cabinet.

BIDDER COMPLIES YES _____ NO _____

DELIVERY

The Ambulance shall be driven from the manufacturing facility to the community by a factory trained delivery engineer who shall thoroughly demonstrate the complete apparatus operation and maintenance to the fire department designated personnel.

BIDDER COMPLIES YES _____ NO _____

GRAPHICS PACKAGE

All current graphics shall be removed and replaced with new matching graphics

BIDDER COMPLIES YES _____ NO _____

PAINT – NEW

The entire module shall be repainted white.

BIDDER COMPLIES YES _____ NO _____

REMOUNT QUOTES SUBJECT TO UPDATE / ADJUSTMENT

There shall be no more than a \$5,000 contingency fee associated to this remount. An itemized list shall be provided and any money not used shall be returned to the customer.

BIDDER COMPLIES YES _____ NO _____

KKK-A-1822F COMPLIANCE

A KKK-A-1822F compliance sticker, electrical load analysis sticker, and payload sticker shall be installed in the oxygen compartment. Any deviations from KKK-A-1822F shall be listed in the vehicle delivery packet with a notation on the-compliance sticker.

BIDDER COMPLIES YES _____ NO _____

QUALITY ASSURANCE

Prior to delivery, the chassis and module shall be inspected by a trained Quality Assurance inspector. The inspection process will include the following check points:

- Road Test
- Weigh unit and apply proper weight, KKK and paint labels
- Install "No Smoking" and "Fasten Seat Belt" decals in the cab and module
- Clean and detail the interior of the module and cab
- Clean and detail the exterior of the module and cab

BIDDER COMPLIES YES _____ NO _____

VI. PROPOSAL-CONTRACT FORM

The undersigned hereby proposes to furnish the City of Mentor, Ohio, the following items, in accordance with the specifications. and upon the terms and conditions of this proposal, providing this proposal or any part hereof is accepted as a contract by the City of Mentor.

| ITEM NO. | <u>DESCRIPTION</u> | <u>TOTAL PRICE</u> |
|---------------------|------------------------------------|-------------------------------|
| 1. | REMOUNT OF A 2019 TYPE I AMBULANCE | \$ _____ |

YEAR: _____ MAKE: _____

MODEL: _____

ADDITIONAL OPTIONS: _____

WARRANTY _____

DELIVERY (days after receipt of Purchase Order): _____

DELIVERY CHARGE (if any) _____

(ALL BIDS SHALL INCLUDE FREIGHT DELIVERY TO 6645 HOPKINS ROAD, MENTOR, OHIO)

CONDITIONS: The Instructions to Bidders and the Specifications are a part of this contract as effectively as though they preceded the signatures of the parties. This contract is not valid until accepted and signed by the City of Mentor.

STATEMENT OF BIDDER QUALIFICATIONS

- 1) Years in business providing the goods or service requested in this bid _____
 - 2) Please list on a separate sheet(s), contracts with municipalities previously held, and now held. Please list by community name, contact person, address, phone number and scope of project (starting with the most recent).
 - 3) Is your company in satisfactory financial condition? Yes No
 - 4) How many miles is your facility from the Mentor Municipal Center? _____
 - 5) Please list on a separate sheet(s) the equipment to be used in fulfilling this contract.
 - 6) Identify the project manager who will be assigned to this project and applicable years of experience managing comparable jobs. _____
-

For the following questions, on a separate sheet, please describe in full the circumstances for any Yes answer.

- 7) Has your company had any business interruptions as a result of financial conditions in the past two (2) years? Yes No
- 8) Has your company been rejected for a public contract despite being a low bidder for any reason? Yes No
- 9) Has your company had any claims against or a performance bond cancelled? Yes No
- 10) Has your company paid penalties or liquidated damages imposed as a result of delay on a public project? Yes No
- 11) Has your company been found to have committed an unfair labor practice or any other employment/labor law violation in such areas as discrimination, prevailing wage, Workers' Compensation or OSHA? Yes No
- 12) Has your company in the last three (3) years had a municipal contract cancelled or terminated? Yes No

STATEMENT OF BIDDER QUALIFICATIONS (CONTINUED)

BIDDER NAME (print/type): _____

BIDDER ADDRESS: _____

BIDDER CONTACT: _____

BIDDER PHONE NUMBER: _____

BIDDER FAX NUMBER: _____

BIDDER E-MAIL: _____

Federal Tax Identification Number: _____

State Tax Identification Number: _____

Ohio Entity Number: _____