



**Invitation for Bid**  
**North Mason Regional Fire Authority**

## Section 1: General Information

### 1. INTERPRETATION

- 1.1 In the Request for Bid Terms and Conditions (unless the context otherwise requires):
- (a) **NMRFA** is the North Mason Regional Fire Authority referred to in the Request for Bid;
  - (b) **Goods** means the goods specified as such in the Request for Bid;
  - (c) **Bid** means the Bid that the Supplier submits to the NMRFA in response to the Request for Bid;
  - (d) **Bid Submission Date** means the date referred to as such in the Request for Bid;
  - (e) **Request for Bid** means the document designated as such and which has been issued to the Supplier manually or electronically;
  - (f) **Services** means the services specified as such in the Request for Bid; and
  - (g) **Supplier** is the Company or organization which has been invited to submit a Bid.

### 2. REQUEST FOR BID

- 2.1 The NMRFA requests the Supplier to provide a Bid for the supply of the Goods detailed in the Request for Bid by the Bid Submission Date.
- 2.2 All correspondence from the Supplier to the NMRFA (including submission of the Bid) shall be submitted via email to the NMRFA's contact person listed in the Request for Bid.
- 2.3 In the event that the Supplier chooses not to submit a Bid, the Company requests that the Supplier duly inform the NMRFA's contact person of that fact.
- 2.4 Bids can be submitted to the North Mason Regional Fire Authority Headquarters at 490 NE Old Belfair Highway, Belfair, WA 98528, or Attn: Assistant Fire Chief Scott Cooper at [scooper@northmasonrfa.com](mailto:scooper@northmasonrfa.com).

### 3. SCOPE

- 3.1 The NMRFA is seeking Bids for 4,000 (10-year) Smoke Detectors and 500 Carbon Monoxide Detectors.

### 4. CONTENTS AND REQUIREMENTS FOR SUBMISSION OF A BID

- 3.1 In submitting its Bid, the Supplier acknowledges and agrees that the Bid shall:
- (a) detail the fixed and firm Prices of the Goods;

## **Smoke Detector and Carbon Monoxide Detectors for North Mason Regional Fire Authority**

- (b) specify a realistic lead time;
- (c) include a full description, part number, and brand name where these differ from what is shown on the Company's request;
- (d) itemize any applicable sales tax;
- (f) be prepared based on the delivery terms specified in the Request for Bid.
- (g) The Company may submit a Bid for one or all items listed in the Scope.

### **4. BID VALIDITY**

4.1 Any Bid shall remain valid for a minimum of 90 (ninety) days from the Bid Submission Date.

### **5. COMPANY'S DISCRETION**

5.1 The NMRFA may, in its absolute discretion:

- (a) require additional information or clarification from the Supplier;
- (b) negotiate with any one or more suppliers;
- (c) accept any Bid, including non-conforming Bids;
- (d) accept part of the Bid;
- (e) accept no part of the Bid;
- (f) change, suspend, or cease to proceed with the Request for Bid process, whether before or after the Bid Submission Date; and
- (g) change the Bid Submission Date.

### **6. NO LIABILITY**

6.1 The NMRFA shall not at any time be liable or responsible for, nor be under any obligation to reimburse the Supplier for, any losses or expenses or loss that may be incurred by the Supplier in the preparation and submission of its Bid.

### **7. ACCEPTANCE and AWARD OF BID**

7.1 The NMRFA will accept a Bid by a formal motion of the North Mason Regional Fire Authority's Board of Fire Commissioners. No Bid shall be deemed accepted by the NMRFA approved through a formal motion by the Authority's Board of Commissioners.

7.2 The NMRFA reserves the right to award the Bid or Bids it feels is in the best interest of the NMRFA.

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7.3 A Bid award will be made through formal action by the North Mason Regional Fire Authority's Board of Fire Commissioners. Upon Bid award, the Supplier will be offered a purchase order to supply the goods bid on and awarded.

**Proposal Form**

**To:** North Mason Regional Fire Authority

**From:** Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

- 1. Response.** The undersigned hereby certifies that they have read the requirements and specifications for providing Goods as outlined in the Scope, thoroughly understand the same, and propose to meet or exceed the specifications.
- 2. Amount.** Please provide the unit price and total cost of the selected Goods.

Equipment	Quantity	Unit Price	Total
Smoke Detectors (10-Year)	4000		
Carbon Monoxide Detectors	500		
Total			

Subtotal \$ \_\_\_\_\_

Sales Tax @ % \$ \_\_\_\_\_

Total Price \$ \_\_\_\_\_

.....  
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Smoke Detector and Carbon Monoxide Detectors for North Mason Regional Fire Authority**

IN WITNESS WHEREOF, the parties have executed this Contract as of \_\_\_\_\_, 2023

**CONTRACTOR**

**NORTH MASON REGIONAL FIRE AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Scott Cooper

Title: \_\_\_\_\_

Title: Assistant Fire Chief

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Tax ID#: \_\_\_\_\_

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