

**ACQUIRE SNOIW REMOVAL EQUIPMENT
KELLEYS ISLAND LAND FIELD AIRPORT**

AIP Project No. 3-39-0098-21-2026

ADDENDUM NO. 1

June 3, 2026

This Addendum is hereby made a part of the Bid Documents and Specifications of the above-mentioned project. All other requirements of the original Contract Documents and Specifications shall remain effective in their respective order.

ALL BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY INSERTING THE ADDENDUM NUMBER AND DATE ON PROPOSAL FORM 1: BIDDER'S CERTIFICATION.

MODIFICATIONS TO SPECIFICATIONS:

1. BI-1: Updated to add email as a way for bid submission
2. BI-2: Section 1.1 updated
3. BI-3: Section 3 updated

QUESTIONS:

1. None

PRE-BID MEETING:

1. Attached are the Pre-Bid Meeting Agenda.

END Addendum No. 1

INVITATION TO BID
VILLAGE OF KELLEYS ISLAND
KELLEYS ISLAND LAND FIELD AIRPORT

PROJECT NAME: **Acquire Snow removal Equipment**
BID DATE: **Tuesday, June 9, 2026**
BID TIME: **2:00 PM**

Bids will be received by the **Village of Kelleys Island, 121 Addison Road, Kelleys Island, Ohio 43438**, until **2:00 PM** (local time), on **Tuesday, June 9, 2026**. The Project consists of the procurement of Snow Removal Equipment (SRE). Bids will be opened and bid tabulation will be publicly read at the Village of Kelleys Island Administrative Office, 121 Addison Road, Kelleys Island, Ohio 43438. The engineer's opinion of probable cost for the Base Bid is \$100,000.00.

Bids shall be submitted in-person/mail **or through email to address prakriti.khanal@rsandh.com** and must be submitted prior to the bid time and date. All other documents that are required to be filled out and signed shall be filled out/signed and mailed or delivered to the administrative office. **Any bid received after the specified time will not be considered.** Bids must be completed and submitted on the bid form(s) provided or bid will be subject to rejection. No Bidder may withdraw a bid within ninety (90) calendar days after the actual date of the bid opening. The Village shall have the sole right and discretion to award a contract as deemed in the Village's best interest. The Village shall be using federal and state aid grant monies (FAA and ODOT Aviation) for this project. It is a requirement of this project that the Bidder agrees to the fact that the Award of the Contract may not take place until the grants are in place and that the execution of the grants may take up to **90 days** after the bid opening.

A **Pre-Bid Meeting** for this project will be held virtually on **Thursday, May 28, 2026**, at **2:00 P.M.** (local time). Project scope of work and bid requirements will be reviewed.

Prospective bidders may request copies of the Contract and Proposal Documents by emailing at prakriti.khanal@rsandh.com. Any questions regarding the work or bid should be in writing and submitted to the email address above. The cut-off date for all questions is **5:00 P.M. Friday June 4, 2026**.

Each Bidder is individually responsible for the careful examination of the site of the proposed Work, the Proposal, Plans, General Provisions, Special Conditions, Technical and Supplemental Specifications, Contract Forms and all requirements of the project. The failure or omission by any Bidder to do so shall in no way relieve any Bidder from any obligation with respect to its bid. The village reserves the following rights: to accept or reject any or all bids; and to award the Contract to the most responsive and responsible Bidder whose bid is determined by the Village to be in its best interest.

INSTRUCTIONS TO BIDDERS

Project Name: Acquire Snow removal Equipment

Project Description: The Project consists of the procurement of Snow Removal Equipment (SRE) for Kelleys Island Land Field Airport.

Base Bid Description: The Base Bid includes a new Class V 4 x 4 cab-and-chassis truck with chainless snowplow (min 9') installed. All Bidders are required to hold their bid prices for 90 days after the date bids are due.

BID DUE: **Tuesday, June 9, 2026 (EST)**

NOTICE IS HEREBY given that bids will be received by the VILLAGE OF KELLEYS ISLAND, sometimes referred to hereafter as "The Village" or "Owner" on or before the date and time set out above. The Village reserves the right to extend the time and date of the bid opening at its sole discretion, by addendum, when deemed to be in the best interest of the Village.

1. **INSTRUCTIONS TO BIDDERS:**

1.1 **DELIVERY OF BIDS:**

(a) The delivery of the BID to the Village prior to the deadline is solely and strictly the responsibility of the Bidder. **The deadline for delivery of all BIDS is 2:00 PM, local time, June 9, 2026. Bids are to be submitted via mail/ in person or through email to address prakriti.khanal@rsandh.com.**

(b) The delivery of said BID prior to the time stated in the previous section is solely and strictly the responsibility of the Bidder. The Village will not be responsible for delays. The BID delivery deadline will be strictly observed. **Any BID received after the bid opening time will not be considered.**

1.2 **INQUIRIES/RESPONSES:**

Except during the Prebid Meeting, the Village will not respond to oral inquiries concerning this Request for Bids (RFB). Bidders may submit questions via email at prakriti.khanal@rsandh.com. **The deadline for inquiries and questions is 5:00 PM, local time, Friday June 4, 2026.** Inquiries and questions received after this time will not be responded.

1.3 **PRE-BID MEETING:**

The purpose of the prebid meeting will be to discuss the requirements and objectives of the project, and to answer any questions potential Bidders have. The Village will attempt to answer all questions received, reserving the right, however, to answer any question in writing in a subsequent addendum. The pre-bid meeting will be virtual on **Thursday, May 28, 2026 at 2:00 P.M.** (local time).

The link for the meeting is

<https://teams.microsoft.com/meet/234615786369800?p=kRfrkFRVztA9qlmxKX>

Meeting ID: 234 615 786 369 800

Passcode: qQ9o8fL7

Please email Prakriti Khanal at prakriti.khanal@rsandh.com for invitation or any questions.

1.4 EXAMINATION OF BID DOCUMENTS AND WORK SITE

Each Bidder is individually responsible for the careful examination of the Contract Documents, Addenda and all requirements of the project. The Bidder shall examine and thoroughly familiarize themselves with all applicable laws, codes, ordinances, rules and regulations that will affect his work. The failure or omission by any Bidder to do so shall in no way relieve any Bidder from any obligation with respect to its bid.

1.5 COST OF PREPARATION:

The cost of preparing a BID in response shall be borne entirely by the Bidder.

2. DISQUALIFICATION:

The Village reserves the right to disqualify BIDS before or after opening, upon evidence of collusion by any prospective Bidder or Bidders with the intent to defraud or other illegal practices upon the part of the Bidders.

The Village may consider any BID informal that is not prepared and submitted in accordance with the provisions, and may waive any informalities, or irregularities, or reject any and all BIDS at its sole discretion.

The Village reserves the right to reject, at its sole discretion, any BID if the evidence submitted by the Bidder or an investigation of the qualifications and/or experience of the Bidder fails to satisfy the Village that such Bidder is sufficiently qualified or experienced to carry out the work and obligations as required. The Village also reserves the right to reject all BIDS, in its sole discretion.

3. SUBMITTAL OF BIDS

Submitted Bids shall be submitted via mail/ in-person or through email to address prakriti.khanal@rsandh.com. Prospective bidders may request copies of the Contract and Proposal Documents by emailing at prakriti.khanal@rsandh.com. Bid submissions are to be accompanied by the following Proposal Forms:

- 3.1 Proposal Form 1 - Bidder's Certification
- 3.2 Proposal Form 2 - Proposal Affidavit
- 3.3 Proposal Form 3 - Bid Form
- 3.4 Proposal Form 4 - Proposal Bond
- 3.5 Proposal Form 5 - Surety's Bond Affidavit
- 3.6 Proposal Form 6 - Non-Collusion Affidavit
- 3.7 Proposal Form 7 - Buy American Certification
- 3.8 Proposal Form 8 - Certification Regarding Tax Delinquency and Felony Convictions
- 3.9 Proposal Form 9 - E-Verify Affidavit
- 3.10 Proposal Form 10 - Statement of Bidder's Qualifications

4. BID REQUIREMENTS

- 4.1 The Village shall not be responsible for any cost incurred by any Bidder in the preparation of its bid.
- 4.2 All blanks on the bid must be completed in ink or typed.
- 4.3 Where bid documents have erasures or corrections, such erasures or corrections must be initialed in ink by the Bidder.
- 4.4 In the case of unit price contracts, if an error occurs in the extension of an item, the unit price in words as shown in the bid documents will govern.

Pre-Construction Conference Agenda
Acquire Snow Removal Equipment (SRE Procurement)



Kelleys Island Land Field Airport
Village of Kelleys Island, Ohio

AIP Project Number: 3-39-0098-021-2026

Date: May 28, 2026
Time: 2:00 PM EST
Location: Virtual (Microsoft Teams)

- **Introduction**
 - A. Village of Kelleys Island (Owner)
 - B. RS&H, Inc. (Engineer)
 - C. Prospective Bidders
 - Sign-in / Attendance
- **Project Overview**
 - A. Procurement of Snow Removal Equipment (SRE)
 - B. Class 5 4x4 truck with snowplow
 - C. Engineer's estimate: ~\$100,0000
- **Procurement Process & Schedule**
 - A. Questions Due: June 4, 2026
 - B. Bid Due: June 9, 2026
 - C. 90-day bid hold
- **Bid Requirements**
 - A. Official forms required are contained in bid documents
 - B. Bid bond (5%)
 - C. Certifications required as indicated in the bid documents
- **Contract & Regulatory Requirements**
 - A. FAA funding requirements
 - B. Buy American
 - C. DBE (volunteer)
 - D. Civil Rights compliance
- **Technical Requirements**
 - A. FAA AC 150/5220-20A
 - B. SAE ARP5943
 - C. New equipment only
- **Submittals (by awarded bidder)**
 - A. Product data specifications
 - B. Delivery schedule within 60 days
 - C. Buy American reporting



- **Delivery, Testing, Training**
 - A. Equipment fully tested
 - B. Training required
 - C. Warranty begins after acceptance

- **Payment Procedures**
 - A. 95% upon delivery
 - B. Final payment after 60 days

- **Contract Award**
 - C. Lowest responsive bidder
 - D. Funding contingency based on FAA Grant award

- **General Considerations**
 - E. Addenda(s) governs
 - F. Bidder responsible for review

- **Questions**