

THE CITY OF OKLAHOMA CITY
A Municipal Corporation

PRICING AGREEMENT

APPROVED by the Council and SIGNED by the Mayor of The City of Oklahoma City this
12TH day of MARCH, 2024.

ATTEST:

Amy K Simpson
CITY CLERK



David Holt
MAYOR

Reviewed for form and legality.

Brett Zogor

ASSISTANT MUNICIPAL COUNSELOR

Supplier: Mistras Group

**BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION
STATEMENT**

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS
DOCUMENT PRIOR TO SUBMITTING IN THE ELECTRONIC BID SYSTEM**

**Please be aware that typing in your password acts as your electronic signature, which is
just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

**THIS DOCUMENT MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID
OR THE BID WILL BE REJECTED**

INSTRUCTIONS: This document MUST be electronically signed and submitted with the bid for the bid to be valid. Failure to electronically sign the this document prior to submitting the electronic bid will result in rejection of your bid. This document constitutes your bid and will be the Pricing Agreement/Contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of its terms, as well as those contained in the specifications.

Submit this electronically signed document, along with all accompanying documents:

THIS PRICING AGREEMENT/CONTRACT is made and entered into, by and between **Mistras Group** hereinafter referred to as "Bidder" and The City of Oklahoma City, a municipal corporation, or a participating Public Trust of which The City of Oklahoma City is Beneficiary hereinafter referred to as the "Contracting Entity."

WITNESSETH:

WHEREAS, the governing body of the Contracting Entity has approved certain specifications and requested by notice that bids be submitted thereon; and

WHEREAS, this document until executed by the Mayor/Chairman of the Contracting Entity constitutes the Bidder's proposal; and

NOW, THEREFORE, that in consideration of the covenants, agreements and representations as hereinafter set forth, it is mutually agreed by the parties that:

1. The Bidder agrees to sell and deliver to the Contracting Entity, the items of material and/or services, specified in the pricing section of the electronic bid submittal, which is attached hereto and made a part of this Pricing Agreement/Contract. List the prompt payment discount, if any, for this agreement in the space provided below:

Discount for Prompt Payment **0% 0 Days**

2. The Bidder expressly warrants that all articles, material, and/or work covered in this Pricing Agreement/Contract will conform to the specifications and electronic bid documents attached to this bid and are hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship, and free from defects.

3. The Bidder understands that all bids are to be submitted in U.S. dollars at a firm price. Bids submitted in any currency other than U.S. dollars will be rejected.

4. The Bidder also understands that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount.

5. If any of the goods fail to meet the warranties contained in Paragraph 2, above, the Bidder, upon notice from the Contracting Entity, shall promptly correct or replace the same at the Bidder's expense. If the Bidder shall fail to so do, the Contracting Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the Bidder, all such goods will be held

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at the Bidder's risk. The Contracting Entity may, at the Bidder's direction, make available such goods to be returned to the Bidder at the Bidder's risk, and all transportation charges, both to and from the original destination, shall be paid by the Bidder. Any payment for such goods shall be refunded by the Bidder unless the Bidder promptly corrects or replaces the same at the Bidder's expense.

6. The Contracting Entity agrees to pay to the Bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contracting Entity, of the material and/or service[s] above described and upon the filing by the Bidder, and approval by the Contracting Entity, of a verified claim for the amount due.

7. The Bidder agrees, in connection with the performance of work under this Pricing Agreement/Contract:

a. That the Bidder will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Bidder shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Bidder agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Bidder agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Pricing Agreement/Contract.

8. In the event of the Bidder's non-compliance with the above non-discrimination clause, this Pricing Agreement/Contract may be canceled or terminated by the Contracting Entity. The Bidder may be declared by the Contracting Entity ineligible for further Pricing Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Bidder.

9. The risk of loss or damage shall be borne by the Bidder at all times until the acceptance of goods, properly packed, by the Contracting Entity.

10. This Pricing Agreement/Contract, specifications, electronic bid submittal documents and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this Pricing Agreement/Contract. This Pricing Agreement/Contract may not be modified or assigned unless approved in writing and signed by both parties.

11. The parties assume and understand that the variables in the Bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the Bidder's costs will not alter the Bidder's obligations under this Pricing Agreement/Contract nor excuse performance or delay on the Bidder's part.

12. This Pricing Agreement/Contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation. Provided, however, to the extent that the Bidder has any commercially reasonable alternative method of performing this Pricing Agreement/Contract by purchase on the market or otherwise, the Bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this Pricing Agreement/Contract were destroyed or their delivery delayed because of an event described above.

13. The shipping or receiving of any goods under this Pricing Agreement/Contract shall not be deemed, or be, a waiver of any right to damages for any prior failure to ship or receive any goods.

14. This Pricing Agreement/Contract shall be governed by the laws of the State of Oklahoma.

15. The Bidder shall be responsible for complying with all applicable federal, state and local laws.

16. If submitting a bid for services, the Bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

The undersigned individual states that the Bidder will be bound by all components of its bid, the specification, the terms and conditions of the Pricing Agreement/Contract, and the requirements for Bidders.

WITNESS the hands of the parties hereto:

THIS FORM MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID FOR THE BID TO BE VALID

Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs this form, a letter of authorization or Corporate Seal is to be attached.

Jonathon Larner

Type Name of Authorized Agent

Operations Manager

Title of Authorized Agent

Mistras Group 1480 James Parkway Heath, OH

Company Name and Address

43056

Zip Code

Jonathon.Larner@mistrasgroup.com

Telephone Number and Fax Number if any

BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT

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NON-COLLUSION AFFIDAVIT

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Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.

(See Electronic Signatures in Global and National Commerce Act for more information.)

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ←

Jonathon Lerner
Type Name of Authorized Agent/Representative

Operations Manager
Title

Mistras Group
Company Name

1480 James Parkway Heath, OK
Address

93056
Zip Code

740-788-9188 / 740-788-9189
Telephone Number and Fax Number, if any

TO BE COMPLETED BY THE NOTARY:

State of * Ohio)

) SSS

County of * Wicking)

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[*State and County where notarized must be typed in for bid/proposal to be considered.][SAK1]

Signed and sworn to
before me on this

31st day of January, 2024 by Jonathon Lerner

[Day]

[Month]

[Year]

[Print the name of the
agent/representative who signed
above.]

My Commission
Number:

2018-RE-719469

My Commission
Expires:

[Oklahoma]
4/26/2028

[Date/Year]

Type Name of Notary Public



ANGELA R. PETERS

Notary Public, State of Ohio

My Commission Expires

04/26/2028 [Okla. Stat. 2011 §119]

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Supplier: **Mistras Group**

NON-COLLUSION AFFIDAVIT

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The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ←

Jonathon Larnier
Type Name of Authorized Agent/Representative
Mistras Group
Company Name
1480 James Parkway Heath, OH
Address
740-788-9188, 740-788-9189
Telephone Number and Fax Number, if any

Operations Manager
Title

43056
Zip Code

TO BE COMPLETED BY THE NOTARY:

State of *)
OH) SSS
County of *)
United States

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[*State and County where notarized must be typed in for bid/proposal to be considered.][SAK1]

Signed and sworn to before day of by
me on this [Day] [Month] [Year] [Print the name of the
agent/representative who signed
above.]

My Commission Number:

[Oklahoma]

Type Name of Notary Public

My Commission Expires:

[Date/Year]

[49 Okla. Stat. 2011 §119]

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LETTER OF AUTHORIZATION

THIS LETTER OF AUTHORIZATION MUST BE COMPLETED IF THE ATTACHED
LEGALLY BINDING DOCUMENT WAS NOT SIGNED BY THE STATUTORILY
AUTHORIZED OFFICER ON BEHALF OF THE CONTRACTING ENTITY.

City of Oklahoma City or related Public Trust:

This letter authorizes Jonathon Lerner to
(PRINTED NAME OF AUTHORIZED AGENT)

sign the attached legally binding document on behalf of Mistras Group
(CONTRACTING ENTITY)

Sincerely,

Jonathon Lerner
Signature of Authorizing Officer

Operations Manager
Printed Title

1-31-24
Date

Jonathon Lerner
Printed Name of Authorizing Officer

Jonathon.Lerner@mistrasgroup.com
Email Address of Authorizing Officer

NOTE: If the Contracting Entity is a(n):

Corporation	The authorizing officer must be: President, Vice-President, Chairperson, or Vice-Chairperson
LLC	The authorizing officer must be: Manager, Managing Member, President, or Vice-President
Partnership	The authorizing officer must be: General Partner
Joint Venture	The authorizing officer must be: An Authorized Officer of Each of the Ventures



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
02/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Mistras Group, Inc. 1480 James Parkway Heath, OH 43056 USA	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Travelers Property Casualty Company of Ame</td><td>25674</td></tr><tr><td>INSURER B: Standard Fire Insurance Company</td><td>19070</td></tr><tr><td>INSURER C: Navigators Insurance Company</td><td>42307</td></tr><tr><td>INSURER D: Allied World National Assurance Company</td><td>10690</td></tr><tr><td>INSURER E: Allied World Surplus Lines Insurance Compa</td><td>24319</td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Property Casualty Company of Ame	25674	INSURER B: Standard Fire Insurance Company	19070	INSURER C: Navigators Insurance Company	42307	INSURER D: Allied World National Assurance Company	10690	INSURER E: Allied World Surplus Lines Insurance Compa	24319	INSURER F:	
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INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** W32678898**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		TC2J-GLSA-2G401226-TIL-23	05/31/2023	05/31/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		TC2J-CAP-2G401214-TIL-23	05/31/2023	05/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		CUP-4T237081-23-NF	05/31/2023	05/31/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	UB-1N115036-23-51-K	05/31/2023	05/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Workers Compensation & Employers Liability (AZ, MA) Per Statute			UB-3T472949-23-51-R	05/31/2023	05/31/2024	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMP \$1,000,000 E.L. DISEASE-POL LMT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Voids and Replaces Previously Issued Certificate Dated 05/24/2023 WITH ID: W29058999.

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**City of Oklahoma City
Fire Department
Administration
820 NW 5th Street
Oklahoma City, OK 73106

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**Page 2 of 2

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Mistras Group, Inc. 1480 James Parkway Heath, OH 43056 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Contracting Entity, including The City of Oklahoma City and its participating public trusts to this Contract/Agreement whether named herein or by reference only and those required in the contract are included as additional insureds with respect to general liability, Automobile Liability and Umbrella Liability.

INSURER AFFORDING COVERAGE: Navigators Insurance Company

NAIC#: 42307

POLICY NUMBER: NY23RXSZ0B9WGIV EFF DATE: 05/31/2023 EXP DATE: 05/31/2024

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Liability	Each Occurrence/Agg	\$10,000,000 x/s of \$10,000,000

INSURER AFFORDING COVERAGE: Allied World National Assurance Company

NAIC#: 10690

POLICY NUMBER: 0312-0510 EFF DATE: 05/31/2023 EXP DATE: 05/31/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Contractors Pollution Liability	Each Occurrence	\$10,000,000
	Aggregate	\$10,000,000

INSURER AFFORDING COVERAGE: Allied World Surplus Lines Insurance Company

NAIC#: 24319

POLICY NUMBER: 0311-8689 EFF DATE: 05/31/2023 EXP DATE: 05/31/2024

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Professional Liability	Each Claim	\$15,000,000
	Aggregate	\$15,000,000

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ENTITY – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice of Cancellation: 30

PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS:

If we cancel this policy for any statutorily permitted reason other than nonpayment of premium, and a number of days is shown for cancellation in the schedule above, we will mail notice of cancellation to the person or organization shown in the schedule

above. We will mail such notice to the address shown in the schedule above at least the number of days shown for cancellation in the schedule above before the effective date of cancellation.

POLICY NUMBER: TC2J-GLSA-2G401226-TIL-23

ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ENTITY – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice of Cancellation: 30

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POLICY NUMBER: UB-3T472949-23-51-R

NOTICE OF CANCELLATION TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to PART SIX – CONDITIONS :

Notice Of Cancellation To Designated Persons Or Organizations

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

SCHEDULE

Name and Address of Designated Persons or Organizations:	Number of Days Notice
NAME: ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF: 1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT. ADDRESS: "THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.	30

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium \$

Insurance Company

DATE OF ISSUE:

ST ASSIGN:

Page 1 of 1



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY
ENDORSEMENT WC 99 06 R3 (00)**

POLICY NUMBER: UB-1N115036-23-51-K

Effective: 5/31/2023

**NOTICE OF CANCELLATION
TO DESIGNATED PERSONS OR ORGANIZATIONS**

The following is added to **PART SIX – CONDITIONS**:

Notice Of Cancellation To Designated Persons Or Organizations

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

SCHEDULE

Name and Address of Designated Persons or Organizations:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.

**Number of
Days Notice**

30

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

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Supplier: Mistras Group

BIDDER MUST ELECTRONICALLY COMPLETE THIS FORM PRIOR TO SUBMITTING BID

SUPPLIER CONTACT INFORMATION

The purpose of this form is to assist various City Departments and Trusts with placing orders.

Sales Contact:

Company Name: Mistras Group
Address: 1480 James Parkway
Contact Person: Jonathon Larner Email Address: Jonathon.Larner@mistrasgroup.com
Telephone Number: 8143928266 Fax Number:

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Billing Contact:

Company Name: Mistras Group
Address: 1480 James Parkway
Contact Person: Beth Higgins Email Address: Beth.Higgins@mistrasgroup.com
Telephone Number: 740-788-9188 Fax Number: 740-788-9189

Service Contact:

Company Name: Mistras Group
Address: 1480 James Parkway
Contact Person: Jonathon Larner Email Address: Jonathon.Larner@mistrasgroup.com
Telephone Number: 8143928266 Fax Number:

After Hours Emergency Number(s) 814-392-8266

After Hours Emergency Number(s) 610-585-4230

After Hours Emergency Number(s)

After Hours Emergency Number(s)

Mistras Group

Bid Contact **Jonathon Larner**
jonathon.larner@mistrasgroup.com
Ph 740-788-9188

Address **1480 James Parkway**
Heath, OH 43056

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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25500-01-01	Annual Pump Third Party Testing: Pump Testing	Supplier Product Code:	First Offer - \$300.00	1 / each	\$300.00 Y

Lot Total **\$300.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25500-02-01	Annual Aerial Device Third Party Testing: Initial Test Per Unit	Supplier Product Code:	First Offer - \$900.00	1 / each	\$900.00 Y

25500-02-02	Annual Aerial Device Third Party Testing: Repeat Test Per Unit (if applicable)	Supplier Product Code: Supplier Notes: \$900.00 for a full re-test, partials are done at \$105.00 per hour not to exceed \$900.00	First Offer - \$900.00	1 / each	\$900.00 Y
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25500-02-03	Annual Aerial Device Third Party Testing: Heat Sensors Installed	Supplier Product Code:	First Offer - \$2.50	1 / each	\$2.50 Y
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Lot Total **\$1,802.50**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25500-03-01	Annual Ground Ladder Third Party Testing: Ground Ladder Testing NDT (Nondestructive Test)	Supplier Product Code:	First Offer - \$2.50	1 / foot	\$2.50 ply
25500-03-02	Annual Ground Ladder Third Party Testing: Heat Sensors Installed	Supplier Product Code:	First Offer - \$2.50	1 / each	\$2.50 Y
25500-03-03	Annual Ground Ladder Third Party Testing: Ladder Positioning Labels	Supplier Product Code:	First Offer - \$2.50	1 / each	\$2.50 Y

					Lot Total	\$7.50		
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs			
25500-04-01	Fire Hose Third Party Testing: Fire Hose Third Party Testing	Supplier Product Code:	First Offer - \$0.38	1 / foot	\$0.38	Y	pl	
25500-04-02	Fire Hose Third Party Testing: Estimate hours each apparatus will be out of service	Supplier Product Code:	First Offer -	1 / hour		Y		
25500-04-03	Fire Hose Third Party Testing: Number of days for completion of all hose to be tested	Supplier Product Code:	First Offer -	1 / day		Y		

					Lot Total	\$0.38		
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs			
25500-05-01	Attachment: Exceptions	Supplier Product Code:	First Offer -	1 / each		Y		
25500-05-02	Attachment: Licenses, Accreditations, Certifications, Qualifications	Supplier Product Code: Supplier Notes: 28 In-field Technicians, 9 of which are Level II NDT technicians for VT,MT,PT, and UTT	First Offer -	1 / each		Y	Y	

					Lot Total	\$0.00		
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs			
25500-06-01	References: References	Supplier Product Code:	First Offer -	1 / each		Y		

					Lot Total	\$0.00		
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs			
25500-07-01	W-9: W-9	Supplier Product Code:	First Offer -	1 / each		Y	Y	

Lot Total **\$0.00**
Supplier Total **\$2,110.38**

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Mistras Group

Item: **Attachment:Licenses, Accreditations, Certifications, Qualifications**

Attachments

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Job Number: _____ Inspection Date: _____

Fire Department: _____

Address: _____

Persons Contacted: _____

Chief: _____

Operator: _____

Manufacturer: _____

Year of Manufacture: _____

Chassis: _____

Manufacturer: _____

Chassis S/N: _____

Aerial S/N: _____

Engine: _____

Manufacturer: _____

Model Number: _____

GVW: _____

Front: _____

Rear: _____

Rear Tandem: _____

Weather Conditions: _____

Temperature: _____ Degrees

Wind: _____ MPH

Inspector: _____

Model Number: _____

Unit: _____

Number: _____

Mileage: _____

Hour Meter Reading: Eng: _____ Aerial: _____

Transmission: _____

Manufacturer: _____

Model Number: _____

Aerial: _____

Type: _____

Material: _____

Locations Nationwide
Aerial Device & Fire Apparatus Inspection and Certification



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		Accept	See Notes	N/A
1.0	Service Records			
	1.1 The aerial ladder's service records shall be checked for any reports that may indicate defective conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Rotation Bearing Mounting Bolts			
	2.1 Inspect all accessible bolts for proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2 Using a properly calibrated torque wrench, verify that the bolt torque on all accessible bolts meets the apparatus manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	2.3 Inspect all accessible bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Torque Box Mounting to Frame			
	3.1 If the torque box is bolted to the frame, inspect all accessible bolts for proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2 Using a properly calibrated torque wrench, verify that the torque on all accessible bolts meets the apparatus manufacturer's specification, if the torque box is bolted to the frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.3 If the torque box is welded to the frame, visually inspect all accessible attaching welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	3.4 If the torque box is bolted to the frame, inspect all bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	3.5 If the torque box is welded to the frame, inspect all accessible attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.0	Tractor-Drawn Components Mounted to Frame			
	4.1 If the tractor-drawn components are bolted to the frame, the mounting of the tractor-drawn components shall be inspected as follows:			
	4.1.1 Inspect all accessible bolts for proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.1.2 Using a properly calibrated torque wrench, verify that the torque on all accessible bolts meets the apparatus manufacturers specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	4.1.3 Inspect all accessible bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2 If the tractor-drawn components are welded to the frame, the mounting of the tractor-drawn components shall be inspected as follows:			
	4.2.1 Visually inspect all accessible attaching welds for fractures:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	4.2.2 Inspect all accessible attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.0	Rotation Gear and Bearing			
	5.1 Inspect the rotation gear for missing or damaged teeth, pinion-to-gear alignment, proper lubrication, and backlash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5.2 Record the inner-bearing race to outer bearing race clearance, if accessible, in accordance with the bearing manufacturer's procedures, and compare the clearance to the bearing manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
6.0	Rotation Gear Reduction Box Mounting			
	6.1 If the reduction box is bolted to the turntable inspect all bolts for the proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.2 Using a calibrated torque wrench, verify that the torque on all bolts meets the apparatus manufacturer's specification, if the reduction is bolted to the turntable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.3 Visually inspect all accessible weldments for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	6.4 If the reduction box is bolted to the turntable, inspect all bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	6.5 If the reduction box is welded to the turntable, inspect all reduction box attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.0	Rotation Hydraulic Swivel			
	7.1 Inspect the swivel for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.0	Hydraulic Lines and Hoses in Turntable			
	8.1 Inspect all hydraulic lines and hoses for kinks, cuts and abrasions, and hydraulic fluid leakage at connectors and fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.0	Signs			
	9.1 Ensure that all signs are in place and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.0	Power Takeoff (PTO)			
	10.1 Inspect the power takeoff for external hydraulic fluid leakage, proper operation (engagement and disengagement) and warning light inside the cab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.0	Hydraulic Pump			
	11.1 Inspect the hydraulic pump for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.0	Collector Rings			
	12.1 Inspect the collector rings for foreign material buildup on rings, if accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12.2 If accessible, inspect the collector ring terminals for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12.3 Conduct tests to ensure the proper operation of the collector rings by rotating the aerial device while electric-powered devices are in operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.0	Elevation Cylinder Anchor Ears and Plates			
	13.1 Visually inspect the elevation cylinder anchor ears and plates for defects and attaching welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	13.2 Inspect the elevation cylinder anchor ears and plate attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.0	Elevation Cylinder Pins			
	14.1 Inspect the cylinder pins for alignment, proper installation, lubrication, operation and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	14.2 Inspect cylinder pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Accept	See Notes	N/A
15.0	Elevation Cylinders			
15.1	Inspect the cylinder rods for pitting, scoring and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	Inspect the cylinder rod to barrel seal and the end gland seal for excessive external fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3	With the hydraulic oil at ambient temperature, subject the cylinders to a drift test by placing the aerial device at a 60-degree elevation, full extension, marking the cylinder position, closing manually operated locking valves, and allowing the device to stand for one (1) hour with the engine off. The results of such a test shall not exceed the manufacturer's specifications for allowable cylinder drift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.0	Holding Valves on Elevation Cylinders			
16.1	Inspect the holding valves for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.0	Operating Controls			
17.1	Inspect the operating controls for missing or damaged control handles, proper identification, and hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2	Verify that the controls operate smoothly, return to neutral position when released and do not bind during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.0	Load Limit Indicators			
18.1	Inspect the load limit indicators for proper operation and legibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.0	Auxiliary Hydraulic Power			
19.1	Inspect the auxiliary hydraulic power for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.0	Turntable Alignment Indicator			
20.1	Verify the presence of a turntable alignment indicator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.0	Throttle Control			
21.1	Verify that the throttle control is operable and record the operating RPM using a tachometer or a revolution counter (if so equipped) and a stopwatch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.0	Communications System			
22.1	Inspect the communication system for proper installation and proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.0	Relief Hydraulic Pressure			
23.1	Verify that the main pump relief hydraulic pressure does not exceed the manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.0	Unit Main Frame			
24.1	Visually inspect the main frame for any cracks, bends, dents, twists or other weldment defects and any welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 24.2	Inspect all main frame welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.0	Transmission/Aerial Device Interlocks			
25.1	If interlocks are provided that prevent operation of the aerial device until the chassis spring brakes have been set and the transmission is properly disengaged, verify that the interlocks are operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
26.0	Engine Speed Interlocks			
	26.1 If interlocks are provided that allow operation of the engine speed control only after the spring brakes have been set and the transmission is properly positioned, verify that the interlocks are operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.0	Breathing Air Systems			
	27.1 Verify that the breathing air system is properly installed including the integrity of the air cylinder mounting, the regulator, and the airlines from the air cylinder(s) to the top of the aerial device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27.2 Verify that all the component parts of the system are present and in serviceable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27.3 Visually inspect the air cylinder mounting brackets for defects and weld for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	27.4 Inspect all welds on air cylinder mounting brackets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27.5 Check that the air pressure regulator is set at the apparatus manufacturers recommended pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.0	Stabilizer Structural Components			
	28.1 Visually inspect all stabilizer components for defects and weld for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	28.2 Inspect all stabilizer structural component welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.0	Stabilizer Pads			
	29.1 Verify that the stabilizer pads are present, of proper construction and in serviceable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.0	Stabilizer Mounting to Frame or Torque Box			
	30.1 Visually inspect the stabilizer to frame or torque box attachment for defects such as weld cracks, dents, and bends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	30.2 If welded, inspect the stabilizer to frame or torque box mounting welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30.3 If bolted, inspect all bolts for proper fastener grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30.4 Verify that the torque on all bolts meets the apparatus manufacturer's specification using a properly calibrated torque wrench.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	30.5 Inspect all bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.0	Hydraulic Lines and Hoses in Stabilizer System			
	31.1 Inspect the hydraulic hose lines for kinks, cuts and abrasions and leakage at connector and fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.0	Stabilizer Interlock and Warning Device			
	32.1 Verify that the interlock system is operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Accept	See Notes	N/A
33.0	Stabilizer Extension Cylinder Pins and Hinge Pins			
	33.1 Inspect all stabilizer cylinder pins and hinge pins for proper installation, lubrication, operation, and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	33.2 Inspect all stabilizer pins and hinge pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.0	Stabilizer Extension Cylinder			
	34.1 Inspect the stabilizer extension cylinder rods for pitting and scoring and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34.2 Inspect the cylinder rod to barrel seal and the end gland seal for excessive external fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34.3 With the hydraulic oil at ambient temperature and with the stabilizer's cylinders properly set, measurements shall be taken to determine the amount of drift present in one (1) hour with the engine off. The results shall not exceed the manufacturer's specifications for allowable stabilizer cylinder drift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.0	Holding Valves on Extension Cylinders			
	35.1 Inspect the holding valves for external leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.0	Operating Controls			
	36.1 Verify that the controls operate smoothly, return to the neutral position (if designed to do so) when released, do not bind during operations and are free of hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.0	Diverter Valve			
	37.1 Inspect the diverter valve for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.0	Positive Stops and Alignment			
	38.1 Inspect the mechanical stabilizers for proper operation of the positive stops to prevent over extension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.0	Stabilizer Deployment			
	39.1 If the stabilizer system is hydraulically operated, verify that the system can be deployed within the time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.0	Tractor Spring Lockout Device			
	40.1 Inspect the spring lockout device for any discontinuities and for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.0	Aerial Ladder Weldments			
	41.1 Visually inspect all accessible aerial ladder weldments for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	41.2 Inspect all accessible welds on the ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.0	Aerial Ladder Fasteners			
	42.1 All aerial ladder structural fasteners and fastened connections shall be visually inspected for cracked fasteners and material cracks around the fasteners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
43.0 Ladder Section Alignment				
43.1	Measurements shall be taken to determine the amount of ladder section twist or bow in the aerial ladder. Results shall not exceed manufacturer's specification for allowable ladder section twist, bow or side play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.0 Hydraulic, Pneumatic and Electrical Lines in Ladder Sections				
44.1	Inspect all lines for proper mounting, wear, cracking, kinks, and abrasions. Frame designated by the aerial device manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.0 Modifications or Unauthorized Repairs				
45.1	Inspect the aerial ladder for modifications or repairs unauthorized by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.0 Top Rails				
46.1	Inspect the top rails for straightness or any signs of misalignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 46.2	Hardness reading shall be taken intervals of 28" (710mm) or less along the entire length of both top rails of aluminum ladders. Results of this test shall be compared with the manufacturer's specifications for the hardness of the material used for construction of the top rail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.0 Base Rails				
47.1	Inspect the base rail for straightness and any signs of wear, ironing, dents, and corrosion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 47.2	Inspect the bottom of all hollow I-beam base rails to determine the thickness of the rail. Results shall be not less than the manufacturer's minimum specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 47.3	Hardness reading shall be taken intervals of 28" (710mm) or less along the entire length of both base rails of aluminum ladders. Results of this test shall be compared with the manufacturer's specifications for the hardness of the material used for construction of the base rail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.0 Rungs				
48.1	Inspect all rungs of the aerial ladder for straightness, signs of fly lock damage, damaged or loose rung covers and rung cap castings, and signs of cracks or missing rivets, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.0 Folding Steps				
49.1	Visually inspect the folding steps and folding step mounting brackets for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.2	Inspect all welds on the folding step(s) and folding step mounting brackets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.0 Rollers				
50.1	Inspect all rollers for proper lubrications, operation, and any signs of wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.0 Guides, Babbitts, Wear Strips, Pads and Slide Blocks				
51.1	Visually inspect the guides for cracked welds; lose rivets alignment and any irregularities. Inspect babbitts for signs of wear. Inspect wear strips, pads, and slide blocks for wear, gouging and proper mounting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
52.0	Extension Sheaves			
	52.1 Inspect all sheaves for signs of wear, free movement during operation, proper retainers, and lubrication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	52.2 Visually inspect all extension sheave mounting brackets for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	52.3 Inspect all welds of extension sheave mounting brackets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.0	Extension Cables			
	53.1 Inspect extension/retraction cables to assure proper tension in accordance with manufacturers recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.0	Cable Separation Guide			
	54.1 During operation of the aerial ladder, visually inspect the cable separation guide for free travel and any signs of misalignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.0	Extension And Elevation Indicators			
	55.1 Inspect the elevation and extension indicators for legibility, clarity, and accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.0	Ladder Cradle			
	56.1 Inspect the aerial ladder cradle for wear and proper alignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.0	Ladder Bed Lock			
	57.1 Inspect the ladder bed lock mechanism and hydraulic lines for proper mounting, signs of wear and hydraulic fluid leakage at fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.0	Stop Mechanism			
	58.1 Inspect stop mechanisms to ensure that they prevent over extension or over retraction of the aerial ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.0	Maximum Extension Warning Device			
	59.1 During operation of the aerial ladder, verify the proper operation of the audible device to warn of the approach to maximum extension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.0	Ladder Illumination			
	60.1 Inspect the operation of the lights that are used to illuminate the aerial ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61.0	Extension Cylinder Anchor Ears and Plates			
	61.1 Visually inspect the extension cylinder anchor ears and plates for defects and the attaching welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	61.2 Inspect the attaching welds of the extension cylinder anchor ears and plates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62.0	Extension Cylinder Pins			
	62.1 Inspect the cylinder pins for proper installation and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	62.2 Inspect the cylinder pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
63.0	Extension Cylinder(s)			
63.1	Inspect the cylinder rods for pitting, scoring and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.2	Inspect the cylinder rod to barrel seal and the end gland seal for excessive external fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.3	With the hydraulic oil at ambient temperature, subject the cylinder(s) to drift by placing the aerial device a 60-degree elevation, full extension, marking the cylinder piston or the second section in relation to the base section, and allowing the ladder to stand for one hour with the engine off. The results shall not exceed the manufacturer's specifications for allowable cylinder drift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.0	Holding Valves on Extension Cylinder			
64.1	Inspect the holding valves for external and internal hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.0	Tip Controls			
65.1	Check that the control handles are not damaged or missing, functions are identified, and operating instructions and warnings are posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.2	Verify that the controls operate smoothly, return to neutral when released, and do not bind during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.3	Verify that the turntable or lower controls will override the tip controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.4	Verify that any safety devices that are designed to operate in conjunction with the tip controls are fully operational. (5) If the aerial ladder was built to the 1996 or a later edition of NFPA 1901, <i>Standard for Automotive Fire Apparatus</i> , verify that the speed of the aerial ladder, when being operated from the tip controls, does not exceed the speeds allowed in the edition of NFPA 1901 to which the aerial ladder was manufactured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66.0	Operational Tests			
66.1	A complete cycle of aerial ladder operation shall be carried out after starting the engine, setting the stabilizers, and transmitting power to the ladder. The ladder shall be fully elevated out of the bed, rotated 90 degrees and extended to full extension. The ladder shall complete this test smoothly and without jerking or undue vibration within the time allowed by the standard in effect at the time of manufacture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66.2	The ladder shall be retracted, the turntable rotation completed at 360 degrees and then the ladder lowered to its bed, after which a thorough inspection shall be made of all moving parts. Special attention shall be given to the security and adjustment of the ladder cables or chains. The test shall demonstrate successful operation of all ladder controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67.0	Load Testing			
67.1	Tests shall be conducted when wind velocity does not exceed manufacturer specifications. A close watch shall be maintained during all load tests. Only those personnel essential to conduct the test shall be permitted near the apparatus during the test. If the ladder shows any excessive twist at any time, the test shall be discontinued immediately, and the aerial ladder shall be placed out of service and the condition shall be reported in writing to the manufacturer. The aerial ladder shall be repaired in accordance with the manufacturer's written recommendations and fully tested before it is placed back in service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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68.0 Horizontal Load Test

Accept See Notes N/A

68.1 The aerial turntable shall be level. The aerial apparatus vehicle shall be on a firm level surface or road. All stabilizers shall be down and have a firm footing on the ground. A test cable hanger shall be attached to the top rung of the top ladder section and properly centered.

☐ ☐ ☐

The maximum rated live load in the horizontal position shall be determined from the manufacturer's load chart or operator's manual. If full extension is not permitted in the horizontal position with a specified live load, then the maximum permissible extension with a specified live load shall be used for the purpose of this test.

For single chassis apparatus the ladder shall be rotated, if necessary, until the ladder is positioned over the rear and parallel to the vehicle centerline. For tractor-drawn apparatus, the ladder shall be positioned in the most stable position as recommended by the manufacturer.

The ladder shall be placed in the horizontal position and extended to full extension or maximum permitted extension. The base section shall not be allowed to rest in the bed.

The ladder section locks, either manual pawls or hydraulic holding valves, shall be properly applied.

The elevation cylinder integral holding valve or shutoff safety valve shall be properly closed or applied.

The ladder section twist shall not exceed the manufacturer's tolerance.

A weight equal to the manufacturer's specified rated live load shall be gradually applied to the top rung of the aerial ladder by utilizing the test weight container or other suitable means of applying the weight.

NOTE: The total weight of the supporting hangers, containers, etc., and test weight shall be taken as a whole and shall not exceed the rated live load. Dropping the weights and shock loading the ladder shall not be permitted.

The test weight shall be sustained by the unsupported aerial ladder for five minutes. The test weight shall hang freely from the tip of the aerial ladder. If the test weight hanger and ladder deflection are such that the test weight comes to rest on the ground, it shall be permissible to raise the ladder elevation slightly above the horizontal position.

WARNING: At no time during the load test shall the ladder be moved with the test weight applied.

After removal of the test weight, a complete visual inspection shall be made of all load-supporting elements. Any visually detectable signs of damage, permanent deformation or twist exceeding the manufacturer's allowance shall constitute noncompliance with the load test requirements.

69.0 Maximum Elevation Load Test

- 69.1 The aerial turntable shall be level. The aerial apparatus vehicle shall be on a firm, level surface or road. All ground stabilizers shall be down and have a firm on the ground.
- A test cable hanger shall be attached to the top rung of the top ladder section and properly centered.
- The maximum rated live load in the maximum elevated position at full extension shall be determined from the manufacturer's load chart or operator's manuals.
- The ladder shall be rotated, if necessary, until the ladder is positioned over the rear and parallel to the vehicle centerline. Midship mounted devices may have to be rotated slightly off the vehicle centerline to apply the test load without interference with the body of the apparatus.
- The ladder shall be elevated to maximum elevation and fully extended.
- The ladder section locks, either manual pawls or hydraulic holding valves shall be properly applied.
- The elevation cylinder integral holding valve or shutoff safety valve shall be properly closed or applied.
- The ladder section twist shall not exceed the manufacturer's tolerance.
- A weight equal to the manufacturer's specified rated live load shall be gradually applied to the top rung of the aerial ladder by utilizing a test weight container or other suitable means of applying the weight. The weight shall be suspended by cable and shall be not more than 3 feet (1 m) above the ground.
- NOTE: The total weight of the supporting hangers, containers, etc, and test weight shall be taken as a whole and shall not exceed the rated live load. Dropping the weights and shock loading the ladder shall not be permitted.
- The test weight shall be sustained by the unsupported aerial ladder for five minutes. The test weight shall hang freely from the tip of the aerial ladder.
- WARNING: At no time during the load test shall the ladder be moved with the test weight applied.
- After removal of the test weight, a complete visual inspection shall be made of all load-supporting elements. Any visually detectable signs of damage, permanent deformation or twist exceeding the manufacturer's allowance shall constitute noncompliance with the load test requirements.

Accept	See Notes	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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70.0 Water System Test

Accept See Notes N/A

NOTE: The following examination and test shall apply only to permanently piped aerial ladder pipes.

	70.1	The waterway system shall be inspected for proper operation of all components. It shall be free of rust, corrosion, other defects or blockage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	70.2	The waterway attaching brackets shall be inspected for loose bolts, weld fractures or other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	70.3	Inspect all attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	70.4	Pressure Test (Turntable Swivel) The aerial ladder shall be positioned between 0- and 10-degrees elevation and fully retracted. The water system shall be filled with water and the valve at the discharge end closed. If there is not a valve at the discharge end, a valve shall be attached for the purpose of this test. NOTE: For safety reasons, all air must be removed from the system. The pressure on the system shall be raised to the water system manufacturer's maximum rated working pressure and maintained for the duration of the test. The aerial ladder shall be raised to full elevation and rotated 360 degrees. The water system, including the turntable swivel, shall be checked for leaks. Care shall be taken not to overheat the water pump. The water system shall operate properly and with an absence of leaks during these	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	70.5	Pressure Test (Waterway Seals) The aerial ladder shall be positioned between 0- and 10-degrees elevation and fully extended to its maximum permissible limit. The water system shall be filled with water and the valve at the discharge end closed. If there is not a valve at the discharge end, a valve shall be attached for the purpose of this test. NOTE: For safety reasons, all air must be removed from the system. The pressure on the system shall be raised to the water system manufacturer's maximum rated working pressure and maintained for the duration of the test. The aerial ladder shall be raised to full elevation and rotated 360 degrees. The water system, including the turntable swivel, shall be checked for leaks. Care shall be taken not to overheat the water pump. The water system shall operate properly and with an absence of leak during these tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	70.6	Relief Valve If the waterway system is equipped with a relief valve, this relief valve shall be checked to verify that it is operational at the waterway manufacturer's recommended pressure setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	70.7	Pressure Gauge If the waterway system is equipped with a water pressure gauge(s), each water pressure gauge shall be checked for accuracy. Pressure gauges shall be checked at least 3 points, including 100 psi, 150 psi, and 200 psi. Any gauge that reads off by more than 10 psi shall be repaired or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Data Records

1. Rotation Bearing Mounting Bolts:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
2. Torque Box Mounting to Frame:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
3. Rotation Gear and Bearing:	Backlash: _____"	Bearing Race Clearance: _____"	
4. Pinion to Bull gear Horizontal Alignment:	_____		
5. Rotation Gear Reduction Box:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
6. Elevation Cylinders Drift:	Left: _____"	Right: _____"	
7. Relief Hydraulic Pressure:	Main: _____ PSI	Retract: _____ PSI	Extension: _____ PSI
	Down: _____ PSI		
8. Breathing Air Pressure Regulator Setting:	_____ PSI	Air Bottle(s): _____ PSI	
9. Stabilizer Mounting Bolts:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
10. Stabilizer Cylinders Drift:	LF: _____"	RF: _____"	LM: _____"
	RM: _____"	LR: _____"	RR: _____"
11. Ladder Section Twist:	Base: _____"	2nd: _____"	3rd: _____"
	4th: _____"	5th: _____"	Total: _____"
12. Ultrasonic Test:	All Pins: <input type="checkbox"/> Accept: <input type="checkbox"/> See Notes: <input type="checkbox"/> N/A: <input type="checkbox"/>	All Bolts: <input type="checkbox"/> Accept: <input type="checkbox"/> See Notes: <input type="checkbox"/> N/A: <input type="checkbox"/>	
13. Welds Inspected - NDT:	Stabilizers: _____	Turntable: _____	Aerial Sections: _____
14. Top Rail Hardness (Min/Max):	Base: _____ / _____	2nd: _____ / _____	3rd: _____ / _____
	4th: _____ / _____	5th: _____ / _____	
15. Base Rail Hardness (Min/Max):	Base: _____ / _____	2nd: _____ / _____	3rd: _____ / _____
	4th: _____ / _____	5th: _____ / _____	
16. NFPA Time Test:	Seconds _____		
17. Waterway Relief Valve Settings:	PSI _____		
18. Base Rail Thickness (Min/Max):	Base: _____ / _____"	2nd: _____ / _____"	3rd: _____ / _____"
	4th: _____ / _____"	5th: _____ / _____"	
19. Horizontal Load Test:	lbs. Tip Load _____		
20. Max Elevation Load Test:	lbs. Tip Load _____		
21. High Speed:	rpm _____		
22. Up	Sec. _____ PSI	CC Sec. _____ PSI	
Out	Sec. _____ PSI	C Sec. _____ PSI	
In	Sec. _____ PSI	Down Sec. _____ PSI	

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Magnetic Particle Testing

Code/Specification	Procedure	Acceptance Criteria
Material & Thickness:	Medium	Technique
Manufacturer:	<input type="checkbox"/> Visible <input type="checkbox"/> Dry	<input type="checkbox"/> AC <input type="checkbox"/> DC
Model:	Color:	<input type="checkbox"/> Yoke [Spacing:]
Serial No:	Type:	<input type="checkbox"/> Continuous <input type="checkbox"/> Residual
Cal. Due Date:	Batch:	White Light Source:
Test Weight S/N:	Pre/Post Clean Method:	Other Equipment:

Liquid Penetrant Testing

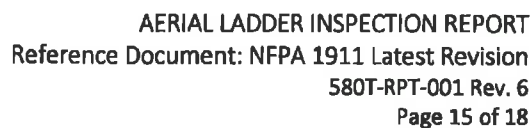
Code/Specification		Procedure		Acceptance Criteria	
	Manufacturer	Type	Batch Number(s)	Application Method	Process Time (minutes)
					Pre-clean Dry Time:
Cleaner					Penetrant Dwell Time:
Penetrant					Developer Time:
Developer					Post Clean Method:
Developer Form: <input type="checkbox"/> a. Dry Powder <input type="checkbox"/> b. Water Soluble <input type="checkbox"/> c. Water Suspended <input type="checkbox"/> d. Nonaqueous Wet					

Ultrasonic Testing

Code/Specification		Procedure		Acceptance Criteria	
Instrument			Setup Data		
Model	Serial No.	Cal. Due Date	Cal. Standard:	Serial No:	
			Scan Equipment:	<input type="checkbox"/> Automatic <input type="checkbox"/> Manual	
Transducer			Couplant:	Batch No:	
Frequency	Size	Serial No.	Cable Type:		
			Cable Length:		

Visual

Code/Specification		NDT Procedure		Acceptance Criteria	
Material	Weld Process	Temp. Gun	Serial No.	Temperature	
Technique		Surface Condition		Visual Aids	Supplemental Lighting
<input type="checkbox"/> Direct Visual <input type="checkbox"/> Remote Visual				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access within 24" & 30"		1/32" Line/Simulated Imperfections Used		Dimensional Aids	Light Meter Serial No.
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
½" Torque Wrench S/N & Cal. Due Date		¾" Torque Wrench S/N & Cal. Due Date		Dial Indicator S/N & Cal. Due Date	
Technician Name & Level		Customer (if applicable):		Reviewed By (if applicable):	



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R = Required Items: Items that do not meet Mistras specifications, manufacturer's specifications and applicable NFPA standards are items which Mistras mandates be repaired or replaced before issuance of an Inspection certificate.

The location of these items may be found by the general description below. Weld discontinuities, if any, are marked with felt pen at their specific location by our inspectors. Left and right, as listed, are viewed standing on the turntable looking up at the ladder.

The ladder sections are numbered from the bottom up, base assembly being 1st section, 2nd section, 3rd Section, and 4th section. Rungs, vertical and diagonal support members (truss-members) on each section are numbered starting at the base of each ladder section with number one and increasing in number to the top of each ladder section.

Left and right on the vehicle chassis are viewed as left being the driver's side, and the right being the Officer's side.

Mistras will allow a maximum of sixty (60) calendar days from the date of this report for items listed under this category to be repaired or replaced. If this cannot be completed within this 60-day timeframe, it is necessary that you notify our office prior to the lapse of this period at 1-800-333-8629.

C = Recommended Items: These are items which we recommend be repaired, replaced, or installed, or preventive maintenance procedures initiated and Implemented.

I = Informational Items: These are items which we have found to be in noncompliance with today's standards, or items which should be checked periodically, or items listed solely for your general information.



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AERIAL LADDER INSPECTION REPORT
Reference Document: NFPA 1911 Latest Revision
580T-RPT-001 Rev. 6
Page 17 of 18

Photographs: (if applicable)

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Customer: _____

Address: _____

Year, Mfg.: _____

Serial #: _____

Job Number: _____

Person Contacted: _____

Unit Type: _____

Inspector: _____

Inspection Date: _____

Dear Mr. Kelker:

This is to certify that all items listed under "REQUIRED ITEMS" on your inspection report have been completed. These items have been completed in accordance with the manufacturer's recommendations and the best business practices available to our department.

Signed: _____

Title: _____

IMPORTANT NOTES

1. *Enclose with the above letter, copies of all work records and invoices regarding the repair, which was conducted on the apparatus in accordance with our report.*
2. *This letter and associated documents may be sent by fax or mailed to the address located at the bottom of this page, or by email at certifyapparatus@mistrasgroup.com.*
3. *Mistras Group-Services Division will allow a maximum of sixty (60) calendar days from the date of the report for the required repairs to be made. If repairs cannot be completed within this time frame, please notify Mistras Group-Services Division at 1-800-333-8629 prior to the lapse of this period.*
4. *A Certificate of Inspection will be issued upon receipt of this signed letter and supporting documents that the corrections required by this report have been completed.*

If you have any questions, or require any additional information, please do not hesitate to contact me.

Jonathon Larner

Operations Manager

Mistras Group-Services Division

Transportation Department



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Job Number: _____ Inspection Date: _____

Fire Department: _____

Address: _____

Persons Contacted: _____

Chief: _____

Operator: _____

Manufacturer: _____

Year of Manufacture: _____

Chassis: _____

Manufacturer: _____

Chassis S/N: _____

Aerial S/N: _____

Engine: _____

Manufacturer: _____

Model Number: _____

GVW: _____

Front: _____

Rear: _____

Rear Tandem: _____

Weather Conditions: _____

Temperature: _____ Degrees

Wind: _____ MPH

Inspector: _____

Model Number: _____

Unit: _____

Number: _____

Mileage: _____

Hour Meter Reading: Eng: _____ Aerial: _____

Transmission: _____

Manufacturer: _____

Model Number: _____

Platform: _____

Type: _____

Material: _____

Locations Nationwide

Aerial Device & Fire Apparatus Inspection and Certification



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		Accept	See Notes	N/A
1.0	Service Records			
1.1	The telescopic platform's service records shall be checked for any reports that may indicate defective conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Rotation Bearing Mounting Bolts			
2.1	Inspect all accessible bolts for proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Using a properly calibrated torque wrench, verify that the bolt torque on all accessible bolts meets the apparatus manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 2.3	Inspect all accessible bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Torque Box Mounting to Frame			
3.1	If the torque box is bolted to the frame, inspect all accessible bolts for proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Using a properly calibrated torque wrench, verify that the torque on all accessible bolts meets the apparatus manufacturer's specification, if the torque box is bolted to the frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	If the torque box is welded to the frame, visually inspect all accessible attaching welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 3.4	If the torque box is bolted to the frame, inspect all bolts for internal flaws. If the torque box is welded to the frame, inspect all accessible attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.0	Suspension System			
4.1	If the suspension system components are bolted to the frame, the mounting of the suspension system components to the frame shall be inspected as follows:			
4.1.1	Inspect all accessible bolts for proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Using a properly calibrated torque wrench, verify that the torque on all accessible bolts meets the apparatus manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Inspect all bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	If the suspension system components are welded to the frame the mounting of the suspension system components to the frame shall be inspected as follows:			
4.2.1	Visually inspect all accessible attaching welds for fractures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Inspect all accessible attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.0	Rotation Gear and Bearing			
5.1	Inspect the rotation gear for missing or damaged teeth, pinion-to-gear alignment, proper lubrication, and backlash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Record the inner-bearing race to outer bearing race clearance, if accessible, in accordance with the bearing manufacturer's procedures, and compare the clearance to the bearing manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Accept	See Notes	N/A
6.0	Rotation Gear Reduction Box Mounting			
6.1	If the reduction box is bolted to the turntable inspect all bolts for the proper grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	If the reduction is bolted to the turntable, using a calibrated torque wrench, verify that the torque on all bolts meets the apparatus manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Visually inspect all accessible weldments for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 6.4	If the reduction box is bolted to the turntable, inspect all accessible bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 6.5	If the reduction box is welded to the turntable, inspect all accessible reduction box attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.0	Turntable Structural Components			
7.1	Visually inspect all accessible turntable structural weldments for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 7.2	Inspect all accessible turntable structural component welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.0	Rotation Hydraulic Swivel			
8.1	Inspect the swivel for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	If applicable, check for indications of moisture in the electronic chamber by visually inspecting the desiccant moisture indicators.			
9.0	Hydraulic Lines and Hoses in Turntable			
9.1	Inspect all hydraulic lines and hoses for kinks, cuts and abrasions, and hydraulic fluid leakage at connectors and fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.0	Elevation, Extension and Rotation			
10.1	Inspect the manual valve on the elevation, extension, and rotation locks for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Test the manual valve elevation lock for proper operation by engaging the lock and then attempting to raise and lower the ladder with the main hydraulic system operating. No detectable movement shall occur as determined by visual inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.0	Signs			
11.1	Ensure that all signs are in place and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.0	Power Takeoff (PTO)			
12.1	Inspect the power takeoff for external hydraulic fluid leakage, proper operation (engagement and disengagement) and warning light inside the cab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Accept	See Notes	N/A
13.0 Hydraulic Pump				
13.1	Inspect the hydraulic pump for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.0 Collector Rings				
14.1	Inspect the collector rings for foreign material buildup on rings, if accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2	If accessible, inspect the collector ring terminals for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.3	Conduct tests to ensure the proper operation of the collector rings by rotating the aerial device while electric-powered devices are in operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.0 Elevation Cylinder Anchor Ears and Plates				
15.1	Visually inspect the elevation cylinder anchor ears and plates for defects and attaching welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 15.2	Inspect the elevation cylinder anchor ears and plate attaching welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.0 Elevation Cylinder Pins				
16.1	Inspect the cylinder pins for alignment, proper installation, lubrication, operation and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 16.2	Inspect cylinder pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.0 Elevation Cylinders				
17.1	Inspect the cylinder rods for pitting, scoring and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2	Inspect the cylinder rod to barrel seal and the end gland seal for excessive external fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.3	With the hydraulic oil at ambient temperature, subject the cylinders to a drift test by placing the aerial device at a 60-degree elevation, full extension, marking the cylinder position, closing manually operated locking valves, and allowing the device to stand for one (1) hour with the engine off. The results of such a test shall not exceed the manufacturer's specifications for allowable cylinder drift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.0 Holding Valves on Elevation Cylinders				
18.1	Inspect the holding valves for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.0 Operating Controls				
19.1	Inspect the operating controls for missing or damaged control handles, proper identification, and hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.2	Verify that the controls operate smoothly, return to neutral position when released and do not bind during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.3	If interlocks have been provided or are required to prevent unintentional operation of the aerial device, verify that the interlocks or locking devices are operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.0 Load Limit Indicators				
20.1	Inspect the load limit indicators for proper operation and legibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
21.0 Emergency Hand Crank Controls				
21.1	Inspect the hand crank control for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.0 Auxiliary Hydraulic Power				
22.1	Inspect the auxiliary hydraulic power for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.0 Turntable Alignment Indicator				
23.1	Verify the presence of a turntable alignment indicator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.0 Throttle Control				
24.1	Verify that the throttle control is operable and record the operating RPM using a tachometer or a revolution counter (if so equipped) and a stopwatch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.0 Communications System				
25.1	Inspect the communication system for proper installation and proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.0 Relief Hydraulic Pressure				
26.1	Verify that the main pump relief hydraulic pressure does not exceed the manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.0 Unit Main Frame				
27.1	Visually inspect the main frame for any cracks, bends, dents, twists or other weldment defects and any welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 27.2	Inspect all accessible main frame welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.0 Transmission/Aerial Device Interlocks				
28.1	If interlocks are provided that prevent operation of the aerial device until the chassis spring brakes have been set and the transmission is properly disengaged, verify that the interlocks are operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.0 Engine Speed Interlocks				
29.1	If interlocks are provided that allow operation of the engine speed control only after the spring brakes have been set and the transmission is properly positioned, verify that the interlocks are operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.0 Breathing Air Systems				
30.1	Verify that the breathing air system is properly installed including the integrity of the air cylinder mounting, the regulator, and the air lines from the air cylinder(s) to the top of the aerial device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.2	Verify that all the component parts of the system are present and in serviceable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.3	Visually inspect the air cylinder mounting brackets for defects and weld for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 30.4	Inspect all accessible welds on air cylinder mounting brackets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.5	Check that the air pressure regulator is set at the apparatus manufacturer's recommended pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Accept	See Notes	N/A
31.0 Stabilizer Structural Components				
	31.1 Visually inspect all stabilizer components for defects and weld for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	31.2 Inspect all stabilizer structural component welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.0 Stabilizer Pads				
	32.1 Verify that the stabilizer pads are present, of proper construction and in serviceable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.0 Stabilizer Mounting to Frame or Torque Box				
	33.1 Visually inspect the stabilizer to frame or torque box attachment for defects such as weld cracks, dents and bends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	33.2 If welded, inspect the stabilizer to frame or torque box mounting welds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	33.3 If bolted, inspect all bolts for proper fastener grade and installation as specified by the apparatus manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	33.4 Verify that the torque on all bolts meets the apparatus manufacturer's specification using a properly calibrated torque wrench.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	33.5 Inspect all bolts for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.0 Hydraulic Lines and Hoses in Stabilizer System				
	34.1 Inspect the hydraulic hose lines for kinks, cuts and abrasions and leakage at connector and fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.0 Stabilizer Interlock and Warning Device				
	35.1 Verify that the interlock system is operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.0 Stabilizer Extension Cylinder Pins and Hinge Pins				
	36.1 Inspect all stabilizer cylinder pins and hinge pins for proper installation, lubrication, operation, and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT	36.2 Inspect all stabilizer pins and hinge pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.0 Stabilizer Extension Cylinder				
	37.1 Inspect the stabilizer extension cylinder rods for pitting and scoring and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	37.2 Inspect the cylinder rod to barrel seal and the end gland seal for excessive external fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	37.3 With the hydraulic oil at ambient temperature, and with the stabilizer's cylinders properly set, measurements shall be taken to determine the amount of drift present in one (1) hour with the engine off. The results shall not exceed the manufacturer's specifications for allowable stabilizer cylinder drift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	Accept	See Notes	N/A
38.0 Holding Valves on Extension Cylinders			
38.1 Inspect the holding valves for external leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.0 Operating Controls			
39.1 Verify that the controls operate smoothly, return to the neutral position (if designed to do so) when released, do not bind during operations and are free of hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.2 If interlocks have been provided or are required to prevent unintentional operation of the aerial device, verify that the interlocks or locking devices are operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.0 Diverter Valve			
40.1 Inspect the diverter valve for external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.0 Positive Stops and Alignment			
41.1 Inspect the mechanical stabilizers for proper operation of the positive stops to prevent over extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.0 Stabilizer Deployment			
42.1 If the stabilizer system is hydraulically operated, verify that the system can be deployed within the 90 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.0 Aerial Ladder Weldments			
43.1 Visually inspect all accessible aerial ladder weldments for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.2 Inspect all accessible welds on the ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.0 Aerial Ladder Fasteners			
44.1 All aerial ladder structural fasteners and fastened connections shall be visually inspected for cracked fasteners and material cracks around the fasteners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.0 Ladder Section Alignment			
45.1 Measurements shall be taken to determine the amount of ladder section twist or bow in the aerial ladder. Results shall not exceed manufacturer's specification for allowable ladder section twist, bow or side play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.0 Hydraulic, Pneumatic and Electrical Lines in Ladder Sections			
46.1 Inspect all lines for proper mounting, wear, cracking, kinks, and abrasions. Frame designated by the aerial device manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.0 Modifications or Unauthorized Repairs			
47.1 Inspect the aerial ladder for modifications or repairs unauthorized by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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48.0 Top Rails

- | | | Accept | See Notes | N/A | |
|-----|------|---|--------------------------|--------------------------|--------------------------|
| | 48.1 | Inspect the top rails for straightness or any signs of misalignment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NDT | 48.2 | Hardness reading shall be taken intervals of 28" (710mm) or less along the entire length of both top rails of aluminum ladders. Results of this test shall be compared with the manufacturer's specifications for the hardness of the material used for construction of the top rail. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

49.0 Base Rails

- | | | | | | |
|--|------|---|--------------------------|--------------------------|--------------------------|
| | 49.1 | Inspect the base rail for straightness and any signs of wear, ironing, dents and corrosion. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 49.2 | Inspect the bottom of all hollow I-beam base rails to determine the thickness of the rail. Results shall be not less than the manufacturer's minimum specifications. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 49.3 | Hardness reading shall be taken intervals of 28" (710mm) or less along the entire length of both base rails of aluminum ladders. Results of this test shall be compared with the manufacturer's specifications for the hardness of the material used for construction of the base rail. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

50.0 Rungs

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|--|------|--|--------------------------|--------------------------|--------------------------|
| | 50.1 | Inspect all rungs of the aerial ladder for straightness, damaged or loose rung covers and rung cap castings, and signs of cracks or missing rivets, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|------|--|--------------------------|--------------------------|--------------------------|

51.0 Rollers

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|--|------|---|--------------------------|--------------------------|--------------------------|
| | 51.1 | Inspect all rollers for proper lubrications, operation and any signs of wear. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|------|---|--------------------------|--------------------------|--------------------------|

52.0 Guides, Wear Strips, Pads and Slide Blocks

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|--|------|--|--------------------------|--------------------------|--------------------------|
| | 52.1 | Visually inspect the guides for cracked welds; lose rivets alignment and any irregularities. Inspect wear strips, pads and slide blocks for wear, gouging and proper mounting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|------|--|--------------------------|--------------------------|--------------------------|

53.0 Extension Sheaves

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|--|------|--|--------------------------|--------------------------|--------------------------|
| | 53.1 | Inspect all sheaves for signs of wear, free movement during operation, proper retainers and lubrication. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 53.2 | Visually inspect all extension sheave mounting brackets for defects and welds for fractures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 53.3 | Inspect all welds of extension sheave mounting brackets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

54.0 Extension Cables

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|--|------|--|--------------------------|--------------------------|--------------------------|
| | 54.1 | Inspect extension/retraction cables to assure proper tension in accordance with manufacturers recommendations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|------|--|--------------------------|--------------------------|--------------------------|

55.0 Extension/Retraction Motor

- | | | | | | |
|--|------|---|--------------------------|--------------------------|--------------------------|
| | 55.1 | Inspect the extension/retraction motor for signs of external hydraulic fluid leakage and, where applicable, brake wear, and brake alignment with the shaft. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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		Accept	See Notes	N/A
56.0 Cable Separation Guide				
56.1	During operation of the aerial ladder, visually inspect the cable separation guide for free travel and any signs of misalignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.0 Extension And Elevation Indicators				
57.1	Inspect the elevation and extension indicators for legibility, clarity, and accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.0 Ladder Cradle				
58.1	Inspect the aerial ladder cradle for wear and proper alignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.0 Ladder Bed Lock				
59.1	Inspect the ladder bed lock mechanism and hydraulic lines for proper mounting, signs of wear and hydraulic fluid leakage at fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.0 Stop Mechanism				
60.1	Inspect stop mechanisms to ensure that they prevent over extension or over retraction of the aerial ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61.0 Maximum Extension Warning Device				
61.1	During operation of the aerial ladder, verify the proper operation of the audible device to warn of the approach to maximum extension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62.0 Ladder Illumination				
62.1	Inspect the operation of the lights that are used to illuminate the aerial device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.0 Extension Cylinder Anchor Ears and Plates				
63.1	Visually inspect the extension cylinder anchor ears and plates for defects and the attaching welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.2	Inspect the attaching welds of the extension cylinder anchor ears and plates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.0 Extension Cylinder Pins				
64.1	Inspect the cylinder pins for proper installation and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.2	Inspect the cylinder pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.0 Extension Cylinder(s)				
65.1	Inspect the cylinder rods for pitting, scoring and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.2	Inspect the cylinder rod to barrel seal and the end gland seal for excessive external fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.3	With the hydraulic oil at ambient temperature, subject the cylinder(s) to drift by placing the aerial device at a 60-degree elevation, full extension, marking the cylinder piston or the second section in relation to the base section, and allowing the ladder to stand for one hour with the engine off. The results shall not exceed the manufacturer's specifications for allowable cylinder drift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Accept	See Notes	N/A
66.0	Holding Valves on Extension Cylinder			
66.1	Inspect the holding valves for external and internal hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67.0	Platform Mounting Brackets			
67.1	Visually inspect all platform mounting brackets for defects such as weld cracks, dents or bends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 67.2	Inspect all welds in the platform mounting brackets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 67.3	Inspect all bolts and pins structurally involved with the platform mounting to the ladder or boom for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68.0	Platform			
68.1	Visually inspect platform for defects, such as weld cracks, dents, or bends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 68.2	Inspect all welds on platforms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69.0	Hydraulic, Pneumatic, and Electrical Lines in Platform			
69.1	Inspect all lines for proper mounting, wear, cracking, kinks, and abrasions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70.0	Platform Load Capacity Identification			
70.1	Verify that the proper platform capacity identification plate exists and is legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71.0	Platform Gate Latches and Hinge Points			
71.1	Inspect the platform gate latches for proper alignment and the latch and hinges for smooth operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72.0	Platform Hinge Pins			
72.1	Inspect platform hinge pins for proper installation, lubrication, and any irregularities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDT 72.2	Inspect the platform's hinge pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.0	Platform Controls			
73.1	Inspect the platform operating controls for identification of functions, posted operating instructions, and warnings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.2	Verify that the controls operate smoothly, return to neutral when released, and do not bind during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.3	Verify that the turntable or lower controls will over-ride the platform controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74.0	Unauthorized Modifications and Added Weight			
74.1	Verify that no unauthorized modifications or extra equipment have been added to the platform without subtracting the weight of such from the platform net operation capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75.0	Platform Monitor and Nozzle			
75.1	Inspect the complete operation of the platform monitor and nozzle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75.2	Inspect the monitor's mounting brackets for any defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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76.0 Platform Leveling Cylinders

	Accept	See Notes	N/A
76.1 Inspect the cylinder rod(s) for pitting, scoring, and other defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.2 Inspect the cylinder rod to barrel seal and the end gland seal for excessive external hydraulic fluid leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.3 Visually inspect the leveling system for proper installation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.4 Visually inspect the mounting of the leveling system for defects and welds for fractures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.5 Inspect all welds for mounting of the leveling system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.6 Inspect all leveling cylinder pins for any internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.7 Inspect the cylinder pins for internal flaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

77.0 Operational Tests from Lower Controls

77.1 With engine speed set to allow maximum speed as permitted by the manufacturer, the elevating platform shall be operated in all positions, as ground controls. The operation of the elevating platform shall include, but not be limited to , movement of the platform basket from ground to maximum elevation as well as revolving the platform basket 360 degrees to the left and to the right while the unit is at its maximum horizontal reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.2 The boom should operate without any improper or unusual motion or sound.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.3 All safety devices shall operate properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.4 All controls shall operate smoothly, return to the neutral position when released, and not bind during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.5 If equipped with a spirit level, check the level for accuracy and legibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.6 For telescoping elevation platforms, rollers, slides, and sheave wheels shall demonstrate proper alignment, function, and free operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.7 A complete cycle of elevating platform operation shall be carried out after starting the engine, setting the stabilizers, and transmitting power to the platform booms or sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.8 Operating the machine from the lower control station, the elevating platform shall be raised out of the bed, extended to full specified height, and rotated through a 90-degree turn. This shall be completed smoothly and without undue vibration within the manufacturer's recommended time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.9 The elevating platform shall be retracted, and the turntable rotation completed through 360 degrees. The elevating platform shall be lowered to its bed and a thorough inspection made of all moving parts. Special attention shall be given to the platform leveling system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.10 The test shall, demonstrate successful operation of all elevating platform controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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78.0 Operational Tests from Platform Controls

	Accept	See Notes	N/A
78.1 With engine speed set to allow maximum speed as permitted by the manufacturer, the elevating platform shall be operated in all positions, as allowed by the manufacturer, with only one operator in the platform basket operating from the platform control station. The operation of the elevating platform shall include, but not be limited to, moving the platform from ground to maximum elevation, as well as rotating the platform a minimum of 30 degrees and returning to the starting point in the opposite direction while the aerial device is at its maximum horizontal extension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.2 All safety devices shall operate properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.3 The platform basket deactivation control, from the ground or lower controls shall be demonstrated to operate properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.4 The platform basket shall level properly as the booms are moved through all allowable positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.5 The mechanical override on a hydraulically leveled elevation platform basket shall operate properly during emergency lowering of the boom without hydraulic power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

79.0 Load Test

79.1 With the unit located on a hard level surface and allowing sufficient room for unrestricted boom movements, a stability and structural test shall be performed. This shall determine the elevating platform's ability to perform properly while carrying rated capacity loads in the platform basket.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.2 The unit shall be properly stabilized according to the manufacturer's recommendation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.3 The platform basket shall be placed near the ground and loaded to the manufacturer's rated payload capacity. Care shall be exercised to assure that the weight of equipment added to the platform basket after delivery is subtracted from the weight of the test load being added. The platform basket load shall be properly secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.4 This unit shall be operated from the lower controls through all allowable phases of operation. The manufacturer's operational limits shall not be exceeded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.5 The stabilizers shall show no evidence of any instability. If instability is observed, testing shall cease, and the apparatus shall be repositioned, or the manufacturer notified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.6 All boom movements shall exhibit no abnormal noise, vibration, or deflection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.7 The platform basket shall level properly as the booms are moved through all allowable positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.8 At the conclusion of the load test, weld joints at stabilizer structure, stabilizers, frame, main frame, frame reinforcements, turntable, cylinder anchors, boom joints, leveling system, platform basket, and pivot pin bosses shall be inspected and shall show no signs of deterioration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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80.0 Waterway System Test

Accept See Notes N/A

NOTE: The following examination and test shall apply only to permanently piped aerial platform pipes.

80.1 The waterway system shall be inspected for proper operation of all components. It shall be free of rust, corrosion, other defects, or blockage. ☐ ☐ ☐

80.2 The waterway attaching brackets shall be inspected for loose bolts, weld fractures or other defects. ☐ ☐ ☐

80.3 Inspect all attaching welds. ☐ ☐ ☐

80.4 Pressure Test (Turntable Swivel) ☐ ☐ ☐

The aerial platform shall be positioned between 0- and 10-degrees elevation and fully retracted. The water system shall be filled with water and the valve at the discharge end closed. If there is not a valve at the discharge end, a valve shall be attached for the purpose of this test.

NOTE: For safety reasons, all air must be removed from the system.

The pressure on the system shall be raised to the water system manufacturer's maximum rated working pressure and maintained for the duration of the test. The aerial platform shall be raised to full elevation and rotated 360 degrees. The water system, including the turntable swivel, shall be checked for leaks. Care shall be taken not to overheat the water pump.

80.5 Pressure Test (Waterway Seals) ☐ ☐ ☐

The aerial platform shall be positioned between 0- and 10-degrees elevation and extended to its maximum permissible limit. The water system shall be filled with water and the valve at the discharge end closed. If there is not a valve at the discharge end, a valve shall be attached for the purpose of this test.

NOTE: For safety reasons, all air must be removed from the system.

The pressure on the system shall be raised to the water system manufacturer's maximum rated working pressure and maintained for the duration of the test. The entire length of the water system shall be checked for leaks. Care shall be taken to not overheat the water pump. The water system shall operate properly and with an absence of leaks during these tests.

80.6 Pressure Gauge ☐ ☐ ☐

If the waterway system is equipped with a water pressure gauge(s), each water pressure gauge shall be checked for accuracy. Pressure gauges shall be checked at least 3 points, including 100 psi, 150 psi, and 200 psi. Any gauge that reads off by more than 10 psi shall be repaired or replaced.

80.7 Relief Valve ☐ ☐ ☐

If the waterway system is equipped with a relief valve, this relief valve shall be checked to verify that it is operational at the waterway manufacturer's recommended pressure setting.



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Data Records

1. Rotation Bearing Mounting Bolts:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
2. Torque Box Mounting to Frame:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
3. Rotation Gear and Bearing:	Backlash: _____"	Bearing Race Clearance: _____"	
4. Pinion to Bull Gear Horizontal Alignment:	_____		
5. Rotation Gear Reduction Box:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
6. Elevation Cylinders Drift:	Left: _____"	Right: _____"	
7. Relief Hydraulic Pressure:	Main: _____ PSI	Retract: _____ PSI	Extension: _____ PSI
	Down: _____ PSI		
8. Breathing Air Pressure Regulator Setting:	_____ PSI	Air Bottle(s): _____ PSI	
9. Stabilizer Mounting Bolts:	Bolt Grade: _____	Size: _____"	Torque: _____ Ft. lbs.
10. Stabilizer Cylinders Drift:	LF: _____"	RF: _____"	LM: _____"
	RM: _____"	LR: _____"	RR: _____"
11. Ladder Section Twist:	Base: _____"	2nd: _____"	3rd: _____"
	4th: _____"	5th: _____"	Total: _____"
12. Ultrasonics Test:	All Pins: Accept: <input type="checkbox"/> See Notes: <input type="checkbox"/> N/A: <input type="checkbox"/> All Bolts: Accept: <input type="checkbox"/> See Notes: <input type="checkbox"/> N/A: <input type="checkbox"/>		
13. Welds Inspected - NDT:	Stabilizers: _____	Turntable: _____	Aerial Sections: _____
14. Top Rail Hardness (Min/Max):	Base: _____ / _____	2nd: _____ / _____	3rd: _____ / _____
	4th: _____ / _____	5th: _____ / _____	
15. Base Rail Hardness (Min/Max):	Base: _____ / _____	2nd: _____ / _____	3rd: _____ / _____
	4th: _____ / _____	5th: _____ / _____	
16. Extension Cylinder Drift:	Left: _____"	Right: _____"	
17. NFPA Time Test:	Seconds _____		
18. Waterway Relief Valve Settings:	PSI _____		
19. Base Rail Thickness (Min/Max):	Base: _____ / _____"	2nd: _____ / _____"	3rd: _____ / _____"
	4th: _____ / _____"	5th: _____ / _____"	
20. Platform Rated Capacity:	lbs _____		
21. High Speed:	rpm _____		
22. Up	Sec. _____ PSI	CC _____ Sec. _____	PSI _____
Out	Sec. _____ PSI	C _____ Sec. _____	PSI _____
In	Sec. _____ PSI	Down _____ Sec. _____	PSI _____



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Magnetic Particle Testing

Code/Specification	Procedure	Acceptance Criteria
Material & Thickness:	Medium	Technique
Manufacturer:	<input type="checkbox"/> Visible <input type="checkbox"/> Dry	<input type="checkbox"/> AC <input type="checkbox"/> DC
Model:	Color:	<input type="checkbox"/> Yoke [Spacing: 2-8"]
Serial No:	Type:	<input type="checkbox"/> Continuous <input type="checkbox"/> Residual
Cal. Due Date:	Batch:	White Light Source:
Test Weight S/N:	Pre/Post Clean Method:	Other Equipment:

Liquid Penetrant Testing

Code/Specification		Procedure		Acceptance Criteria	
	Manufacturer	Type	Batch Number(s)	Application Method	Process Time (minutes)
Cleaner					Pre-clean Dry Time:
Penetrant					Penetrant Dwell Time:
Developer					Developer Time:
Post Clean Method:					
Developer Form: <input type="checkbox"/> a. Dry Powder <input type="checkbox"/> b. Water Soluble <input type="checkbox"/> c. Water Suspended <input type="checkbox"/> d. Nonaqueous Wet					

Ultrasonic Testing

Code/Specification		Procedure		Acceptance Criteria	
Instrument			Setup Data		
Model	Serial No.	Cal. Due Date	Cal. Standard:	Serial No:	
			Scan Equipment:	<input type="checkbox"/> Automatic <input type="checkbox"/> Manual	
Transducer			Couplant:	Batch No:	
Frequency	Size	Serial No.	Cable Type:		
			Cable Length:		

Visual

Code/Specification		NDT Procedure		Acceptance Criteria	
Material	Weld Process	Temp.	Gun Serial No.	Temperature	
Technique		Surface Condition	Visual Aids	Supplemental Lighting	
<input type="checkbox"/> Direct Visual	<input type="checkbox"/> Remote Visual		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Access within 24" & 30°		1/32" Line/Simulated Imperfections Used	Dimensional Aids	Light Meter Serial No.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
½" Torque Wrench S/N & Cal. Due Date		¾" Torque Wrench S/N & Cal. Due Date	Dial Indicator S/N & Cal. Due Date		
Technician Name & Level		Customer (if applicable):		Reviewed By (if applicable):	



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Photographs (if applicable):

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Customer: _____

Mfg., Year: _____

Serial #: _____

Person Contacted: _____

Inspector: _____

Address: _____

Job Number: _____

Unit Type: _____

Inspection Date: _____

Dear Mr. Kelker:

This is to certify that all items listed under "REQUIRED ITEMS" on your inspection report have been completed.

These items have been completed in accordance with the manufacturer's recommendations and the best business practices available to our department.

Signed: _____

Title: _____

IMPORTANT NOTES

1. *Enclose with the above letter, copies of all work records and invoices regarding the repair, which was conducted on the apparatus in accordance with our report.*
2. *This letter and associated documents may be sent by fax or mailed to the address located at the bottom of this page, or by email at certifyapparatus@mistrasgroup.com.*
3. *Mistras Group-Services Division will allow a maximum of sixty (60) calendar days from the date of the report for the required repairs to be made. If repairs cannot be completed within this time frame, please notify Mistras Group-Services Division at 1-800-333-8629 prior to the lapse of this period.*
4. *A Certificate of Inspection will be issued upon receipt of this signed letter and supporting documents that the corrections required by this report have been completed.*

If you have any questions, or require any additional information, please do not hesitate to contact me.

James Kelker

Operations Manager

Mistras Group-Services Division

Transportation Department



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Division

PUMPER SERVICE TEST RECORD

Reference Document: NFPA 1911, Latest Edition

Date: _____

Job Number: _____

Fire Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Apparatus Number: _____

Manufacturer: _____

Year of Manufacture: _____

Model Number: _____

Serial Number: _____

Engine:

Manufacturer: _____

Pump:

Manufacturer: _____

Model Number: _____

Model Number: _____

Serial Number: _____

Serial Number: _____

Rated Capacity: _____ G.P.M.

Gear Ratio: 1: _____
(Engine to Pump)

Trans. Gear used when pumping _____

Test Conditions

Barometric Pressure: _____ in (Corrected to Sea Level)

Air Temperature: _____ degrees Fahrenheit

Water Source Temperature: _____ degrees Fahrenheit

Elevation above sea level: _____ Feet

Pump Elevation above Water Source (lift): _____ Feet

Suction Hose Size: Diameter: _____ Length: _____

Hose Layout: _____ Feet of 2.5" hose _____ Feet of 3" hose

Pump Test Results:

Reason for Testing:

☐ Pass

☐ Annual Service Test

☐ Fail: Reason
(see Discrepancy list)

☐ Mechanical Repair

Technician _____

Department Representative _____

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MISTRAS
Asset Protection Solutions

Services
Division

PUMPER SERVICE TEST RECORD

Reference Document: NFPA 1911, Latest Edition

Pump Panel Data Plate

100% Capacity _____ G.P.M. at 150 psi _____ rpm
70% Capacity _____ G.P.M. at 200 psi _____ rpm
50% Capacity _____ G.P.M. at 250 psi _____ rpm

Test Condition #1 150 PSI for 20 minutes @ rated capacity. TIP 1: _____ in. / TIP 2: _____ in.

Time in minutes	Clock Readings	Pitot Pressure PSI	Flow GPM	Discharge Pressure PSI	Suction Lift		Net Pump Pressure PSI	Engine Speed RPM
					HG	PSI		
Start						0	0	
5	0:05	0	0	0	0	0	0	
10	0:10	0	0	0	0	0	0	
15	0:15	0	0	0	0	0	0	
20	0:20	0	0	0	0	0	0	
Average			0	0		0	0	#DIV/0!

Pump Position: _____ Pump Speed: _____ #DIV/0! Hand Counter Ratio: _____

Gear Ratio (engine to pump): 1 : 0

☐ Engine ☐ Pump

Test Condition #2 165 PSI for 5 minutes @ rated capacity. TIP 1: _____ in. / TIP 2: _____ in.

Time in minutes	Clock Readings	Pitot Pressure PSI	Flow GPM	Discharge Pressure PSI	Suction Lift		Net Pump Pressure PSI	Engine Speed RPM
					HG	PSI		
Start						0	0	
5	0:05	0	0	0	0	0	0	
Average			0	0		0		#DIV/0!

Pump Position: _____ Pump Speed: _____ #DIV/0! Hand Counter Ratio: _____

Gear Ratio (engine to pump): 1 : 0

☐ Engine ☐ Pump

Test Condition #3 200 PSI for 10 minutes @ 70% rated capacity. TIP 1: _____ in. / TIP 2: _____ in.

Time in minutes	Clock Readings	Pitot Pressure PSI	Flow GPM	Discharge Pressure PSI	Suction Lift		Net Pump Pressure PSI	Engine Speed RPM
					HG	PSI		
Start						0	0	
0:00	0:05	0	0	0	0	0	0	
0:00	0:10	0	0	0	0	0	0	
Average			0	0		0	0	#DIV/0!

Pump Position: _____ Pump Speed: _____ #DIV/0! Hand Counter Ratio: _____

Gear Ratio (engine to pump): 1 : 0

☐ Engine ☐ Pump

Test Condition #4 250 PSI for 10 minutes @ 50% rated capacity. TIP 1: _____ in. / TIP 2: _____ in.

Time in minutes	Clock Readings	Pitot Pressure PSI	Flow GPM	Discharge Pressure PSI	Suction Lift		Net Pump Pressure PSI	Engine Speed RPM
					HG	PSI		
Start						0	0	
0:00	0:05	0	0	0	0	0	0	
0:00	0:10	0	0	0	0	0	0	
Average			0	0		0	0	#DIV/0!

Pump Position: _____ Pump Speed: _____ #DIV/0! Hand Counter Ratio: _____

Gear Ratio (engine to pump): 1 : 0

☐ Engine ☐ Pump

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Automatic Pressure Control Test

Close valves not less than 3 seconds or more than 10 seconds.

Pump Capacity	Controls Set (per mfg.) PSIG	Maximum Discharge Pressure increase when closing valves
100% @ 150 PSIG	150	
100% @ 150 PSIG Reduce to 90 PSIG	90	
50% @ 250 PSIG	250	

Tank Flow Test

Flow Rate: _____ G.P.M.

Results:

☐ Pass

☐ Fail: Reason

(see Discrepancy list)

Vacuum Test

Maximum Vacuum Developed: 0 inches Hg

After 5 Minutes hold: 0 inches Hg

Drop: 0 inches Hg

Cab Dash (RPM):

No-load Gov. Before Test: _____

After Test: _____

Mfg. Spec: _____

Maximum engine operating temp: _____ degrees Fahrenheit

How Measured? _____

Maximum Temp. Reached: _____ hours _____ minutes after start of test #1

Priming Test: Pump Primed in: _____ **seconds**

Test Equipment Used

Discharge Gauge: _____

Serial # _____

Calibration Due Date: _____

Vacuum Gauges: _____

Serial # _____

Calibration Due Date:

Pitot Gauge #1: _____

Serial # _____

Calibration Due Date:

Pitot Gauge #2: _____

Serial # _____

Calibration Due Date:

Additional Tools If Used:

Serial # _____

Calibration Due Date: _____

Description: _____

Additional Tools If Used:

Serial # _____

Calibration Due Date: _____

Description: _____

PUMP TEST DISCREPANCIES

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FIRE HOSE APPARATUS INSPECTION
Reference Document: NFPA 1962 Latest Revision
580T-RPT-021 (Rev.4)

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FIRE HOSE APPARATUS INSPECTION
Reference Document: NFPA 1962 Latest Revision
580T-RPT-021 (Rev.4)

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FIRE HOSE APPARATUS INSPECTION

Reference Document: NFPA 1962 Latest Revision

580T-RPT-021 (Rev. 4)

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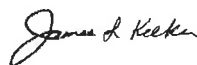
In-Service Pump Test of Fire Apparatus

580T-WI-003 Rev 2

May 13, 2022


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In-Service Pump Test of Fire Apparatus**580T-WI-003 Rev 2****1.0 Scope**

- 1.1. Process for performing a in-service pump test per NFPA 1911.

2.0 Reference Documents

- 2.1 NFPA 1911, 2012 Edition.

3.0 Personnel Qualifications

- 3.1 Personnel shall be qualified in accordance with 580T-CP-003.

4.0 Priming a Centrifugal Water Pump

- 4.1 Engage the pump priming device until water is being discharged to the atmosphere.
- 4.2 Pumps that are rated at less than 1500 gpm they shall be capable of priming the pump in not more than 30 seconds.
- 4.3 Pumps that are of 1500 gpm or larger they shall be capable of priming the pump in not more than 45 seconds.
- 4.3.1 Where the pump system includes an auxiliary 4 inch or larger intake an additional 15 seconds beyond that allowed in 3.2 and 3.3 shall be permitted.

5.0 Engine Speed Check

- 5.1 Verify the no-load governed speed of the engine
- 5.2 If the engine speed exceeds by 2 percent of the rated no-load governed speed as specified by the engine manufacturer, the engine manufacturer shall adjust the engine speed to within acceptable limits.

6.0 Engine Driven Accessories

- 6.1 If the chassis engine drives the pump, the total continuous 12 volt electrical loads shall be applied / activated for the entire pumping portion of the tests. This is to include but not limited to headlights, clearance and marker lights, all warning lights, working lights, air conditioning, scene lights, all compartment lights, and any other electrical devices except windshield wipers, four-way hazard flashers, power windows or mirrors.

7.0 Testing of the Centrifugal Water Pump

- 7.1 Verify the fire apparatus pumps rated capacity found on the manufacturer's pump performance data plate and record the flows, pressures and engine rpm's when the pump was certified at the fire apparatus manufacturer when new.
- 7.1.1 During any portions of the pump tests listed in this procedure, the tolerance is minus 0 psi to plus 3 psi net pump pressure.
- 7.1.2 At no time during testing shall any audible or visual alarms be activated. If any audible or visual alarms are activated, the fire apparatus shall be repaired and upon completion of all repairs the apparatus shall have a complete test performed.
- 7.1.3 At no time during testing shall there be any Class 3 fluid leaks. If any Class 3 leaks are present then the apparatus shall be repaired and upon completion of all repairs the apparatus shall have a complete test performed.

- 7.2 NFPA 1911 Section 18.7.7.1. The pump shall be subjected to pump from draft consisting of 20 minutes of continuous pumping at rated capacity at a minimum of 150 psi net pump pressure, 10 minutes of continuous pumping at 70% capacity at a minimum of 200 psi net pump pressure, 10 minutes of continuous pumping at 50% capacity at a minimum of 250 psi net pump pressure.
- 7.3 NFPA 1911 Section 18.7.7.2. The pumping engine overload test shall consist of pumping rated capacity at 165 psi net pump pressure for at least 5 minutes.
- 6.3.1 The pumping engine overload test shall be performed immediately following the pump test of rated capacity at 150 psi net pump pressure, no exceptions.
- 7.4 NFPA 1911 Section 18.7.8.1. The pump shall be subjected to pump from draft consisting of 20 minutes of continuous pumping at rated capacity at a minimum of 100 psi net pump pressure, 10 minutes of continuous pumping at 70% capacity at a minimum of 150 psi net pump pressure, 10 minutes of continuous pumping at 50% capacity at a minimum of 200 psi net pump pressure.

8.0 Pressure Control System Test

- 8.1 NFPA 1911 Section 18.7.9.1. The pump shall be operated at draft, delivering rated capacity at a minimum of 150 psi net pump pressure.
- 8.1.1 The pressure control system shall be set to maintain the discharge pressure at 150 psi net pump pressure.
- 8.1.2 All discharge valves shall be closed in not less than 3 seconds and not more than 10 seconds.
- 8.1.3 The rise in discharge pressure shall not exceed 30 psi and maintain the desired discharge pressure.
- 8.1.4 The original conditions of pumping rated capacity at minimum discharge of 150 psi net pump pressure shall be re-established.
- 8.1.5 The discharge pressure shall be reduced to a minimum of 90 psi net pump pressure by operating the engine's throttle control.
- 8.1.6 The pressure control system shall be set to maintain the discharge pressure at 90 psi net pump pressure.
- 8.1.7 All discharge valves shall be closed in not less than 3 seconds and not more than 10 seconds.
- 8.1.8 The rise in discharge pressure shall not exceed 30 psi and maintain the desired discharge pressure.
- 8.1.9 The pump shall be operated at draft, delivering 50% rated capacity at a minimum of 250 psi net pump pressure.
- 8.1.10 The pressure control system shall be set to maintain the discharge pressure at 250 psi net pump pressure.
- 8.1.11 All discharge valves shall be closed in not less than 3 seconds and not more than 10 seconds.
- 8.1.12 The rise in discharge pressure shall not exceed 30 psi and maintain the desired discharge pressure.
- 8.2 NFPA 1911 Section 18.7.10.1. The pump shall be operated at draft, delivering rated capacity at a minimum of 100 psi net pump pressure.

In-Service Pump Test of Fire Apparatus**580T-WI-003 Rev 2**

- 8.2.1 The pressure control system shall be set to maintain the discharge pressure at 100 psi net pump pressure.
- 8.2.2 All discharge valves shall be closed in not less than 3 seconds and not more than 10 seconds.
- 8.2.3 The rise in discharge pressure shall not exceed 30 psi and maintain the desired discharge pressure
- 8.2.4 The pump shall be operated at draft, delivering 50% rated capacity at a minimum of 200 psi net pump pressure.
- 8.2.5 The pressure control system shall be set to maintain the discharge pressure at 200 psi net pump pressure.
- 8.2.6 All discharge valves shall be closed in not less than 3 seconds and not more than 10 seconds.
- 8.2.7 The rise in discharge pressure shall not exceed 30 psi and maintain the desired discharge pressure.

9.0 Water Tank-to-Pump Flow Test

- 9.1 Verify the size of the water tank on the manufacturer's record of pumper construction.
- 9.2 If the water tank is 500 gallons or larger, the tank-to-pump flow rate shall be a minimum of 500 gpm.
 - 9.2.1 A flow rate of 500 gpm shall be maintained throughout the test.
 - 9.2.2 The tank-to-pump flow test shall be able to achieve a minimum of 80% of the water tank's capacity to be considered acceptable.
- 9.3 If the water tank is less than 500 gallons, the tank-to-pump flow rate shall be a minimum of 250 gpm.
 - 9.3.1 A flow rate of 250 gpm shall be maintained throughout the test.
 - 9.3.2 The tank-to-pump flow test shall be able to achieve a minimum of 80% of the water tank's capacity to be considered acceptable.

10.0 Vacuum Test

- 10.1 The vacuum test shall consist of subjecting the pump, valves and all plumbing to a minimum vacuum of 22"Hg by means of the pump priming system.
- 10.2 All intake valves shall be open, all intakes shall be capped or plugged and all discharge caps removed or drains / bleeders shall be open.
- 10.3 After achieving a minimum of 22"Hg the pump, valves and all plumbing must maintain this vacuum for a minimum of 5 minutes.
- 10.4 The vacuum cannot drop more 10"Hg to be considered acceptable.

11.0 Reporting

- 11.1 The results of each test shall be recorded on an appropriate form and provided to the customer at the completion of test.



Work Instruction


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Mistras Services | Transportation Division
Fire Apparatus Aerial Inspection

580T-WI-006 Rev 2

May 13, 2022

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Russell Higgins, General Manager

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Jonathon Larner, Operations/ Quality Manager

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James Kelker
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Jim Kelker, Competent Person

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1.0 Scope

- 1.1. The purpose of this procedure is to guide and instruct in the inspection of fire apparatus aerial performance testing.

2.0 Reference Documents

- 2.1 NFPA 1901, *Standard for Automotive Fire Apparatus*.
- 2.2 NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*.
- 2.3 580T-CP-001, *Qualification and Certification of Fire Apparatus Inspectors*.
- 2.4 100-QC-002, *Quality Assurance Records*.
- 2.5 100-QC-005.2, *Qualification and Certification of Non-Destructive Test Personnel*.
- 2.6 100-UT-003, *Digital Ultrasonic Thickness Measurements in Accordance with ASME Section V, SE-797*.
- 2.7 100-MT-001, *Magnetic Particle Examination in Accordance with The AWS Structural Steel Welding Codes*.
- 2.8 100-PT-001, *Liquid Penetrant Examination in Accordance with AWS Structural Steel Welding Code*.
- 2.9 580T-WI-001, *Barcol Hardness Test of Aluminum Alloys*.
- 2.10 100-VT-004, *Visual Examination for Structural Steel Fabrication, Erection and Verification in Accordance with AWS D1.1*.
- 2.11 100-VT-005, *Visual Examination for Structural Aluminum Fabrication, Erection and Verification in Accordance with AWS D1.2*.

3.0 Personnel Qualifications

- 3.1 Personnel shall be certified in accordance with 580T-CP-001.
- 3.2 In addition to the requirements of 3.1, personnel performing 5 year performance tests shall be certified in MT, PT, UTT and VT in accordance with 100-QC-005.2.

4.0 Equipment

- 4.1 Work vans shall be equipped with all of the necessary equipment needed to perform the inspections per each applicable report/checklist.

5.0 General

- 5.1 The general inspection procedure including the steps to be taken for evaluation of each type of aerial device is detailed in the reports/checklists listed below.
- 5.1.1 580T-RPT-001, Aerial Ladder Report.
- 5.1.2 580T-RPT-002, Telescopic Platform Report.
- 5.1.3 580T-RPT-003, Articulating Platform Report.
- 5.1.4 580T-RPT-004, Water Tower Report.
- 5.1.5 580T-RPT-005, In-Service Bronto Report.
- 5.1.6 580T-RPT-016, E-One Aerial Report.

5.1.7 580T-RPT-017, E-One Aerial Report HP100.

5.1.8 580T-RPT-018, E-One Water-Tower Report.

6.0 5 Year Performance Test

- 6.1 Non-Destructive Testing (NDT) is performed on all 5 year inspections. These steps are listed within the reports and have "NDT" listed on the left side of that step.
- 6.2 When "NDT" is listed next to a step that calls for an internal inspection on bolts and pins, or for thickness readings, an ultrasonic inspection shall be done in accordance with 100-UT-003. If any internal defects, flaws, cracks, or elongated material are found, it is cause for rejection and shall be reported to the customer.
- 6.3 When "NDT" is listed next to a step that calls for inspection of welds and the welds are ferromagnetic, a visual inspection shall be done in accordance with 100-VT-004. If any defects are found or any questionable areas where defects are not easily discernable with visual testing, the area or defect shall be verified with a magnetic particle inspection in accordance with 100-MT-002. The acceptance criteria for magnetic particle inspections shall be AWS D1.1.
- 6.4 When "NDT" is listed next to a step that calls for inspection of welds and the welds are non-ferromagnetic, a visual inspection shall be done in accordance with 100-VT-005. If any defects are found or any questionable areas where defects are not easily discernable with visual testing, the area or defect shall be verified with a liquid penetrant inspection in accordance with 100-PT-004. The acceptance criteria for liquid penetrant inspections shall be AWS D1.2.
- 6.5 When "NDT" is listed next to a step that calls for hardness, hardness readings shall be taken in accordance with 580-WI-001.

7.0 Records

- 7.1 All reports shall be turned into the customer within 24 hours of the inspection
- 7.2 Copies of all reports/checklists shall be controlled and retained in accordance with 100-QC-002.



Mistras Services | Transportation Division

Fire Apparatus Hose Inspection

580T-WI-008 Rev 1

February 1, 2023

Management Approval

Digitally signed by
Russell Higgins
Date: 2023.02.01
17:39:34 -05'00'

Russell Higgins, General Manager

Issue Authorization

Digitally signed by Jonathon
Lerner
Date: 2023.02.01 14:38:20
-05'00'

Jonathon Lerner, Operations/Quality Manager

Issue Authorization

Digitally signed by
James Kelker
Date: 2023.02.02
10:09:05 -05'00'

Jim Kelker, Competent Person

Uncontrolled when printed unless otherwise identified

Internal Use Only

This document is designed for use by Mistras Group, Inc. personnel. The contents may be shared with other personnel, but may not be copied nor shall the document remain on the premise of any party other than Mistras Group, Inc. without written agreement. This document is not valid without the "Issue Authorization" digital signature. The technical content of this document has been reviewed and approved by the individuals noted above



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Fire Apparatus Hose Inspection**580T-WI-008 Rev 1****1.0 Scope**

- 1.1. The purpose of this procedure is to guide and instruct in the inspection and testing of fire apparatus hose.

2.0 Reference Documents

- 2.1 NFPA 1962, *Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances.*
- 2.2 580T-CP-001, *Qualification and Certification of Fire Apparatus Inspectors.*
- 2.3 100-QC-002, *Quality Assurance Records.*

3.0 Personnel Qualifications

- 3.1 Personnel shall be certified in accordance with 580T-CP-001.

4.0 Equipment

- 4.1 Work vans shall be equipped with all necessary equipment to perform the inspection.

5.0 Visual Inspection

- 5.1 Hose, couplings, appliances, and nozzles shall be visually inspected for the following elements prior to any service testing and after service testing:
- a. Vandalism;
 - b. Debris;
 - c. Mildew;
 - d. Rotting;
 - e. Damage by chemicals;
 - f. Burns;
 - g. Cuts;
 - h. Abrasion;
 - i. Damage from vermin;
 - j. Liner delamination;
 - k. Crystallization;
 - l. Hose manufactured prior to July 1987;
 - m. Damaged threads;
 - n. Hose & coupling slippage;
 - o. Out-of-round;
 - p. Swivel not rotating freely;
 - q. Missing lugs;
 - r. Loose external collar;

- s. The thread gasket in couplings and nozzles shall be inspected for presence, tight fit, and lack of deterioration;
 - t. Locks on 4 and 5 inch couplings;
 - u. Other defects that impair operation.
- 5.2** If any items found during the visual inspection would make further testing unsafe, the hose shall not be tested in accordance with section 6.0 of this workinstruction.
- 5.3** Any conditions found throughout the visual inspection shall be noted on the report.
- 5.4** Any hose that fails the visual inspection or is otherwise found defective in the visual inspection shall be tagged and removed from service. Hose removed from service for repair or because it has been condemned shall be tagged with a red tag with the reason for removal from service noted on the tag.

6.0 Hose Pressure Test

- 6.1** The total length of any hose line in the hose test layout to be service tested shall not exceed 300 ft. The hose test layout shall be straight, without kinks or twists.
- 6.2** For all hose that passes visual inspection, connect all hose, nozzles and adaptors and fill the hose with water using hydrant pressure or 45 psi from a tanker etc.
- 6.3** After the hose test layout is full of water, all the air in each hose line shall be exhausted (bled out) by raising the discharge end of each hose line above the highest point in the system.
- WARNING: Take care to remove all air from the hose before the valve in the test cap or the nozzle is closed, and the pressure raised. The development of test pressures introduces a serious accident potential if air remains in the system.
- 6.4** With the hose at hydrant pressure or 45 psi, it shall be checked for leakage at each coupling and the couplings tightened with a spanner wrench where necessary.
- 6.5** Each hose shall then be marked at the end or back of each coupling using a fine point marker making the mark right at the coupling, very close. This is to determine, after the hose has been drained, if the coupling has slipped during the test. (If the hose is not marked explain that on in-service hose, the hose under the couplings is very clean and if the coupling moves, the section of clean hose will show).
- 6.6** After the stabilization period on hydrant pressure, start the pump and the hose layout shall hold the service test pressure (300 psi for attack hose, 200 psi for supply hose; or 50 psi above hydrant pressure for hydrants above 200 to 250 psi) for 3 minutes. Pressure cannot exceed service test pressure on hose. The machine can run to hold pressure.
- 6.7** While the hose test layout is at the service test pressure, it shall be inspected for leaks. When inspecting, personnel walk the test layout to inspect for leaks, they shall be at least 15 ft (4.5 m) to the left side of the nearest hose line in the test layout. The left side of the hose line shall be defined as that side that is to the left when facing the free end from the pressure source. Personnel shall never stand in front of the free end of the hose, on the right side of the hose, or closer than 15 ft (4.5 m) on the left side of the hose or straddle a hose in the test layout during the test.
- 6.8** If hose leaks (as opposed to weeping or condensation), the length(s) of hose that leaked shall have failed the test. Some signs of possible liner delamination include hose leaks without obvious exterior hose damage, hose leaks throughout an extended portion of the hose length, the appearance of water droplets on the outer surface of a pressurized hose.



Fire Apparatus Hose Inspection

580T-WI-008 Rev 1

- 6.9 After the hose is drained, the marks placed on the hose at the back of the couplings shall be observed for coupling slippage. There shall be no movement. If the coupling has slipped, the hose shall have failed the test.
- 6.10 If the hose leaks or the hose jacket fails inspection, a distinguishing mark (simple and not sloppy) noting the location of the defect(s) shall be placed on the hose. Hose removed from service for repair or because it has been condemned shall be tagged with a red tag with the reason for removal from service noted on the tag.
- 6.11 Any hose, appliance, adaptor, or nozzle that has been condemned shall be tagged with a red tag with the reason for removal from service noted on the tag.
- 6.12 After testing, all hose shall be thoroughly cleaned, drained, and dried before being placed in service or storage. Drain all hose at the lowest point or downhill location. Keep the hose as dry as possible. If the hose is soaked, leave it lay for a while until it is not soaked (damp may be satisfactory). Don't put hose away that is dripping water.

7.0 Records

- 7.1 All results shall be recorded at the time of inspection and reports shall be turned into the customer within 48 hours of the inspection.
- 7.2 Reports shall be controlled and retained in accordance with 100-QC-002.

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SCOPE OF ACCREDITATION TO ISO/IEC 17020:2012

MISTRAS GROUP, INC.
1480 James Parkway
Heath OH 43056
Jonathon Larner 740 788 9188
Jonathon.Larner@mistrasgroup.com

INSPECTION BODY

Valid To: October 31, 2024

Certificate Number: 4096.01

In recognition of the successful completion of the A2LA evaluation process, accreditation is granted to this inspection body for the following Type A (Third Party) inspections of fire apparatus:

Description of Inspection	Specifications/ Requirements	Inspection Method(s)	Product Type(s)
Aerial Devices Testing	NFPA 1901 Chapter 19 2016 Edition and NFPA 1911 Chapter 22 2017 Edition	580T-WI-006	Inspections of Aerial Fire Apparatus
Ground Ladder Testing	NFPA 1932 Service Testing of In-Service Fire Department Ground Ladders	580T-WI-007	Inspection of Ground Ladders
Pump Testing on Fire Apparatus	NFPA 1901 Chapter 16 2016 Edition and NFPA 1911 Chapter 21 2017 Edition	580T-WI-003 580T-WI-002	Inspection of Fire Apparatus Pumps
Magnetic Particle (MT) Inspection (Yoke, Visible, Dry)	ASTM E709; AWS D1.1/D1.1M (section 8.10)	100-MT-002	MT inspection is used to detect surface and subsurface discontinuities in ferrous materials.
Liquid Penetrant (PT) Inspection (Visible Solvent Removable)	ASTM E165/E165M; AWS D1.2/D1.2M (section 5.7)	100-PT-004	PT inspection is used to detect surface discontinuities in nonferrous materials

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Description of Inspection	Specifications/ Requirements	Inspection Method(s)	Product Type(s)
Ultrasonic Thickness Testing (Contact Straight Beam)	ASTM E797/E797M	100-UT-003	Verification of thickness for steel materials
Visual Testing (VT)	AWS D1.1/D1.1M (section 6.10), AWS D1.2/D1.2M (section 5.7)	100-VT-004 100-VT-005	VT is used to detect surface discontinuities

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Accredited Inspection Body

A2LA has accredited

MISTRAS GROUP, INC.

Heath, OH

for technical competence in and compliance with the

Inspection Body Accreditation Program

This inspection body is accredited in accordance with the recognized International Standard ISO/IEC 17020:2012 Conformity Assessment – Requirements for the operation of various types of bodies performing inspection. This accreditation demonstrates technical competence for a defined scope and the operation of a quality management system.

Presented this 30th day of September 2022.



Mr. Trace McInturff, Vice President, Accreditation Services
For the Accreditation Council
Certificate Number 4096.01
Valid to October 31, 2024

For the inspections to which this accreditation applies, please refer to the organization's Inspection Body Scope of Accreditation.

2005520



**One Source for
Asset Protection
Solutions**

Reference Document: NFPA 1932 Latest Revision
580T-RPT-022 (Rev. 4)

Address:

Inspector:



1480 James Parkway, Heath, OH 43056
Toll Free: 1-800-333-8629
Latest Revision: 12/1/23

Latest Revision: 12/1/23

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Jonathon S Larner (EID: 519442)

Visual Acuity Date: 4/10/2023 Expires: 4/10/2024 Performed By: B. Kraner Correction Required: No	Education (highest level attained) Level: High School Graduate Date: 6/13/2006 Institution: Charter School of Excellence Location: Erie, PA
--	---

NDT Certifications

ID No	Certification	Date	Expires
33057	0601L2 - Ultrasonic - Thickness Measurement: Level II	5/6/2022	4/12/2027
Procedure: 100-QC-005.2 Rev 18.0 and 100-QC-005qr0601 Rev 1.0 Comments:			
33056	0101L2 - Visual - Direct: Level II	5/6/2022	4/11/2027
Procedure: 100-QC-005.2 Rev 18.0 and 100-QC-005qr0101 Rev. 2 Comments:			
32961	0202L2 - Liquid Penetrant - Restricted: Level II	4/20/2022	4/12/2027
Procedure: 100-QC-005.2 Rev 18.0 and 100-QC-005qr0202 Rev 3.0 Comments:			
32962	0302L2 - Magnetic Particle - Restricted: Level II	4/19/2022	4/11/2027
Procedure: 100-QC-005.2 Rev 18.0 and 100-QC-005qr0302 Rev. 3.0 Comments:			

NDT Training

School	Location	Date	Hours	Training Course
Mistras Group, Inc.	Heath, Ohio	1/7/2020	16	Liquid Penetrant Testing Level II
Mistras Group, Inc.	Heath, Ohio	1/8/2020	24	Magnetic Particle Level II
Mistras Group, Inc.	Heath, Ohio	1/15/2020	24	Ultrasonic Thickness Testing
Mistras Group, Inc.	Heath, Ohio	1/17/2020	16	Visual Testing Weld
Mistras Group, Inc.	Heath, Ohio	5/5/2020	8	Visual Testing Level II, Weld Inspection

NDT Experience

From	To	Company	NDT Methods and Highest Level Attained
Sep-2019	Present	Mistras Group, Inc.	Level II : UTT, PT, MT, VT

External Certifications

Certification	Number	Exp. Date
FAI - Ariel Device		4/30/2024
FAI - Ground Ladder		4/23/2024
FAI - Pump Test		5/1/2024

The above is true and accurate to the best of my knowledge which is supported by documented evidence in compliance with certification documentation guidelines:

Digitally signed by Bret Kraner
 Date: 2024.01.18 14:56:04 -05'00'

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Mistras Group

Item: **W-9:W-9:W-9**

Attachments

Mistras Group W9 5Jan2024.pdf

OKC Letter.pdf

OKC Non- Collusion Form.pdf

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Supplier: Mistras Group

References

Bidder should provide five references below with requirements similar to these bid specifications.

Company Name:**Glick Fire Equipment**
Address:**350 Mill Creek Road, Bird in Hand, PA 17505**
Contact Name:**Hank Boyer**
Contact Email:**hank.boyer@glickfire.com**
Phone Number:**717-299-4120**
Type of Service Provided:**Aerials, ground ladders, pumps, and hose**

Company Name:**Transdev**
Address:**125 North Church Street Bushnell, FL 33513**
Contact Name:**Jesse Romine**
Contact Email:**Jesse.romine2@transdev.com**
Phone Number:**352-446-8811**
Type of Service Provided:**Aerials, ground ladders, pump, and hose**

Company Name:**Framingham Fire Department**
Address:**10 Loring Drive, Framingham, MA 01702**
Contact Name:**Ken Cassidy**
Contact Email:**ksc@framinghamma.gov**
Phone Number:**508-889-2505**
Type of Service Provided:**Aerials with NDT , ground ladders**

Company Name:**Round Rock Fire Department**
Address:**2801 North Mays Street Round Rock, TX 78665**
Contact Name:**Curt Mullins**
Contact Email:**cmullins@roundrocktexas.gov**
Phone Number:**512-569-0581**
Type of Service Provided:**Aerials, ground ladders, pump, and hose**

Company Name:**Bernalillo County Fire Department**
Address:**1120 Old Coors Boulevard SW Albuquerque, NM 87121**
Contact Name:**Michael Quintana**
Contact Email:**michaelq@berncogov**
Phone Number:**505-314-0170**
Type of Service Provided:**Aerials, ground ladders, pump, and hose**

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Supplier: **Mistras Group**

CONTRACTOR/VENDOR BACKGROUND CHECKS FOR ACCESS TO OR WORK IN CITY AND TRUST BUILDINGS AND STRUCTURES

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The City has established a policy to better secure City and/or Trust owned or operated buildings and structures by requiring background and fingerprint checks of Non-City employees as a condition precedent to entering City and/or Trust buildings and structures. **Contractor/vendor employees and agents who will be required to enter City and Trust buildings and structures to perform a City or Trust Contract will be required to obtain and provide an Oklahoma State Bureau of Investigation background and fingerprint check to the General Service Director or designee before such Contractor/Vendor employee or agent will be permitted to enter City and/or Trust buildings and structures unescorted, at their cost.**

The General Services Director will establish and maintain a list of Non-City employees authorized to enter City and/or Trust buildings and structures. Background and fingerprint records will be maintained by the General Services Department in a secure location within the City's internal network. Said records will be destroyed within sixty days of: 1) final acceptance by the City Council in the case of construction projects, 2) termination or expiration of a procurement pricing agreement, 3) termination or expiration of an engineering, architectural or planner agreement, or 4) termination or expiration of a professional services agreement, unless the Contractor/Vendor has another contractor or agreement. The City reserves the right and authorizes the General Services Director or designee to request and require any such background check be updated and resubmitted. In addition, the Contractor/Vendor acknowledges and agrees that Contractor/Vendor employees and agents will be asked to verify their identity with a government issued picture identification (Driver's License, Passport, Oklahoma issued Identification Card) from the employee or agent's state of residence to enter City and/or Trust owned or operated buildings and structures.

Arrest and/or conviction records may disqualify Contractor/Vendor employees or agents from access or for work in City or Trust buildings and structures.

In addition to the Sex Offenders Registration Act (57 O.S. Section 581 *et seq.*) and the Mary Rippey Violent Crime Offenders Registration Act (57 O.S. Section 591 *et seq.*), the following criteria will be used when reviewing Contractor/Vendor employee or agent requests for building access:

- (a) Any unpardoned felony conviction or plea of nolo contendere may be disqualifying, depending on the nature of the conviction and the relation to the scope of the contract or price agreement, except under the following circumstances:
 - 1. Access to City or Trust buildings and structures is contingent upon successful completion of two (2) years of a deferred or suspended sentence (if the sentence exceeds two (2) years), otherwise, after successfully serving the complete sentence. Applicants must submit two (2) favorable written references, one (1) of which must be from an employer with whom the individual has worked within the last two years. Situations where the applicant is unable to provide a written reference from an employer with whom the individual has worked within the last two (2) years will be reviewed by the General Services Director or designee on a case-by-case basis.
 - 2. Applicants convicted of a felony and ordered to serve time with the Department of Corrections may be eligible for access, depending on the nature of the conviction and the position sought, two (2) years from the date of parole. Applicants must submit two (2) favorable written references, one (1) of which must be from an employer with whom he or

she has worked within the last two (2) years will be reviewed by the General Services Director or designee on a case-by-case basis.

- (b) Any unpardoned conviction(s) involving the following offenses may be disqualifying: moral turpitude; non-consensual sex acts; distribution or trafficking of controlled dangerous substances; assault and battery with a dangerous weapon, or any offense involving a minor as a victim.
- (c) Any applicant who has been convicted of a felony, is a current defendant of a Victim Protection Order (VPO) or has been convicted of a misdemeanor crime of Domestic Violence, will not be considered for facility access. Misdemeanor convictions and traffic violations will be evaluated on an individual basis and may be disqualifying.
- (d) Any applicant with a pending felony or misdemeanor charge (other than minor traffic violations) will be ineligible for access, until a final disposition of the charge is made.
- (e) Any conviction that has been pardoned or expunged cannot be considered in a facility access decision.

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If it is determined that information obtained through the applicant's OSBI criminal records check makes the applicant unsuitable for access to City or Trust buildings or structures, the General Services Department will notify the applicant immediately and provide a copy of any criminal record information.

- (a) The applicant will be given seven (7) business days to provide information that negates the validity and relevance of the criminal record. If the information obtained through the criminal records check cannot be invalidated by the applicant, the applicant will be denied facility access.
- (b) In determining an applicant's suitability for facility access, the General Services Department will consider information including, but not limited to the following:
 - 1. Relevance of the crime to the proposed work to be performed.
 - 2. Nature of the work to be performed;
 - 3. Recency of the conviction;
 - 4. Sensitivity of and potential risk to accessible information, systems, or equipment; and
 - 5. Potential risk or threat to City employees.

Upon approval of a contract or agreement by the City Council/Trust, the successful Contractor(s)/Vendor(s) will be required to submit to the General Services Department the following completed documents for **each** employee requiring access to City or Trust buildings and structures to fulfill the terms of the contract or agreement.

- 1. Non-Employee Building Access Request Form – available upon request at (405) 297-2123
- 2. OSBI Criminal History Information Request Portal Response – available at <http://www.ok.gov/osbi/CriminalHistory/CHIRP>

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Solicitation 25500

Fire Apparatus and Fire Hose Third Party Testing

Bid Designation: Public



The City of
OKLAHOMA CITY

City of Oklahoma City and its Trusts

Bid 25500
Fire Apparatus and Fire Hose Third Party Testing

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Bid Number **25500**
Bid Title **Fire Apparatus and Fire Hose Third Party Testing**
Expected Expenditure **\$100,000.00**(This price is expected - not guaranteed)

Bid Start Date **Jan 10, 2024 7:44:51 AM CST**
Bid End Date **Jan 31, 2024 10:00:00 AM CST**
Question & Answer End Date **Jan 25, 2024 12:00:00 PM CST**

Bid Contact **Pennie Leck**
Management Specialist
pennie.leck@okc.gov

Bid Contact **City Clerk**
cityclerk@okc.gov

Bid Contact **Sherry Cochran-Schmees**
Purchasing Analyst
sherry.cochranschmees@okc.gov

Contract Duration **1 year**
Contract Renewal **2 annual renewals**
Prices Good for **Not Applicable**

Standard Disclaimer **This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts.**
Certain screens and flags may show the name and/or seal of The City; however, such references do not indicate or change the contracting entity.

Bid Comments **The Expected Expenditure amount of \$100,000 for this commodity is an estimate for a one-year period based on past history and future projections. The quantity of any item when shown in the price schedule as an estimate of an annual requirement is only an estimate based on currently available information. The purchase of any such item or quantity is not guaranteed. Any offer conditioned upon a promise by the Contracting Entity to purchase a minimum or definite quantity of such an item will be rejected. See the specification bid packet for more information. INTENT: To obtain pricing agreement(s) for fire apparatus third party testing and fire hose third party testing for the City of Oklahoma City Fire Department (OKCFD). Multiple Bidders may be awarded. It is intended to award the ground ladder testing and fire hose testing to one vendor so these services may be completed at the same time. Ground ladder testing on pumper engines will coincide with the hose testing, and ground ladder testing for the ground ladders assigned to aerial device equipped apparatus without hose will be tested during the scheduled aerial device testing. It is anticipated the pricing agreement(s) will be effective in February 2024. The current agreements expire on January 3, 2024.**

Item Response Form

Item **25500-01-01 - Annual Pump Third Party Testing: Pump Testing**
Lot Description **Annual Pump Third Party Testing**
Quantity **1 each**
Unit Price
Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

Description

Enter price per unit for pump testing. Please note bidders are not bidding on conducting pump testing on all OKCFD pumps, only to conduct individual pump test if needed.

Item **25500-02-01 - Annual Aerial Device Third Party Testing: Initial Test Per Unit**
Lot Description **Annual Aerial Device Third Party Testing**
Quantity **1 each**
Unit Price
Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

Description

Enter price per unit for initial test.

Item **25500-02-02 - Annual Aerial Device Third Party Testing: Repeat Test Per Unit (if applicable)**
Lot Description **Annual Aerial Device Third Party Testing**
Quantity **1 each**
Unit Price
Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

Description

Enter price per unit for repeat test (if applicable).

Item **25500-02-03 - Annual Aerial Device Third Party Testing: Heat Sensors Installed**
Lot Description **Annual Aerial Device Third Party Testing**
Quantity **1 each**
Unit Price
Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

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Description

Enter price per each for heat sensors installed.

Item	25500-03-01 - Annual Ground Ladder Third Party Testing: Ground Ladder Testing NDT (Nondestructive Test)
Lot Description	Annual Ground Ladder Third Party Testing
Quantity	1 foot
Unit Price	
Delivery Location	City of Oklahoma City and its Trusts <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 Qty 1

Description

Enter price per foot for ground ladder testing.

Item	25500-03-02 - Annual Ground Ladder Third Party Testing: Heat Sensors Installed
Lot Description	Annual Ground Ladder Third Party Testing
Quantity	1 each
Unit Price	
Delivery Location	City of Oklahoma City and its Trusts <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 Qty 1

Description

Enter price per each for heat sensors installed.

Item	25500-03-03 - Annual Ground Ladder Third Party Testing: Ladder Positioning Labels
Lot Description	Annual Ground Ladder Third Party Testing
Quantity	1 each
Unit Price	
Delivery Location	City of Oklahoma City and its Trusts <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 Qty 1

Description

Enter price per each for ladder positioning labels.

Item	25500-04-01 - Fire Hose Third Party Testing: Fire Hose Third Party Testing
Lot Description	Fire Hose Third Party Testing
Quantity	1 foot
Unit Price	
Delivery Location	City of Oklahoma City and its Trusts

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See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1**Description**

Enter price per foot for fire hose testing. Pricing submitted shall include all requirements listed in the specifications.

Item 25500-04-02 - Fire Hose Third Party Testing: Estimate hours each apparatus will be out of service**Lot Description Fire Hose Third Party Testing****Quantity 1 hour**

Prices are not requested for this item.

Delivery Location City of Oklahoma City and its TrustsSee Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1**Description**

Enter estimated hours each apparatus will be out of service for fire hose testing.

Item 25500-04-03 - Fire Hose Third Party Testing: Number of days for completion of all hose to be tested**Lot Description Fire Hose Third Party Testing****Quantity 1 day**

Prices are not requested for this item.

Delivery Location City of Oklahoma City and its TrustsSee Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1**Description**

Enter number of days for completion of all hose to be tested.

Item 25500-05-01 - Attachment: Exceptions**Lot Description Attachment****Quantity 1 each**

Prices are not requested for this item.

Delivery Location City of Oklahoma City and its TrustsSee Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1**Description**

Attach any exceptions to specifications.

Item 25500-05-02 - Attachment: Licenses, Accreditations, Certifications, Qualifications**Lot Description Attachment****Quantity 1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

Description

Attach licenses, accreditations, certifications, qualifications.

Item **25500-06-01 - References: References**

Lot Description **References**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

Description

Please complete references attachment.

Item **25500-07-01 - W-9: W-9**

Lot Description **W-9**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

Qty 1

Description

Please attach a W-9 on the most current IRS Form.

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**BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION
STATEMENT**

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS
DOCUMENT PRIOR TO SUBMITTING IN THE ELECTRONIC BID SYSTEM**

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**Please be aware that typing in your password acts as your electronic signature, which is
just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

**THIS DOCUMENT MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID
OR THE BID WILL BE REJECTED**

INSTRUCTIONS: This document MUST be electronically signed and submitted with the bid for the bid to be valid. Failure to electronically sign the this document prior to submitting the electronic bid will result in rejection of your bid. This document constitutes your bid and will be the Pricing Agreement/Contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of its terms, as well as those contained in the specifications.

Submit this electronically signed document, along with all accompanying documents:

THIS PRICING AGREEMENT/CONTRACT is made and entered into, by and between
hereinafter referred to as "Bidder" and The City of Oklahoma City, a municipal corporation, or a participating Public Trust of which The City of Oklahoma City is Beneficiary hereinafter referred to as the "Contracting Entity."

WITNESSETH:

WHEREAS, the governing body of the Contracting Entity has approved certain specifications and requested by notice that bids be submitted thereon; and

WHEREAS, this document until executed by the Mayor/Chairman of the Contracting Entity constitutes the Bidder's proposal; and

NOW, THEREFORE, that in consideration of the covenants, agreements and representations as hereinafter set forth, it is mutually agreed by the parties that:

1. The Bidder agrees to sell and deliver to the Contracting Entity, the items of material and/or services, specified in the pricing section of the electronic bid submittal, which is attached hereto and made a part of this Pricing Agreement/Contract. List the prompt payment discount, if any, for this agreement in the space provided below:

Discount for Prompt Payment % Days

2. The Bidder expressly warrants that all articles, material, and/or work covered in this Pricing Agreement/Contract will conform to the specifications and electronic bid documents attached to this bid and are hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship, and free from defects.

3. The Bidder understands that all bids are to be submitted in U.S. dollars at a firm price. Bids submitted in any currency other than U.S. dollars will be rejected.

4. The Bidder also understands that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount.

5. If any of the goods fail to meet the warranties contained in Paragraph 2, above, the Bidder, upon notice from the Contracting Entity, shall promptly correct or replace the same at the Bidder's expense. If the Bidder shall fail to so do, the Contracting Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the Bidder, all such goods will be held at the Bidder's risk. The Contracting Entity may, at the Bidder's direction, make available such goods to be returned to the Bidder at the Bidder's

risk, and all transportation charges, both to and from the original destination, shall be paid by the Bidder. Any payment for such goods shall be refunded by the Bidder unless the Bidder promptly corrects or replaces the same at the Bidder's expense.

6. The Contracting Entity agrees to pay to the Bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contracting Entity, of the material and/or service[s] above described and upon the filing by the Bidder, and approval by the Contracting Entity, of a verified claim for the amount due.

7. The Bidder agrees, in connection with the performance of work under this Pricing Agreement/Contract:

a. That the Bidder will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Bidder shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Bidder agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Bidder agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Pricing Agreement/Contract.

8. In the event of the Bidder's non-compliance with the above non-discrimination clause, this Pricing Agreement/Contract may be canceled or terminated by the Contracting Entity. The Bidder may be declared by the Contracting Entity ineligible for further Pricing Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Bidder.

9. The risk of loss or damage shall be borne by the Bidder at all times until the acceptance of goods, properly packed, by the Contracting Entity.

10. This Pricing Agreement/Contract, specifications, electronic bid submittal documents and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this Pricing Agreement/Contract. This Pricing Agreement/Contract may not be modified or assigned unless approved in writing and signed by both parties.

11. The parties assume and understand that the variables in the Bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the Bidder's costs will not alter the Bidder's obligations under this Pricing Agreement/Contract nor excuse performance or delay on the Bidder's part.

12. This Pricing Agreement/Contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation. Provided, however, to the extent that the Bidder has any commercially reasonable alternative method of performing this Pricing Agreement/Contract by purchase on the market or otherwise, the Bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this Pricing Agreement/Contract were destroyed or their delivery delayed because of an event described above.

13. The shipping or receiving of any goods under this Pricing Agreement/Contract shall not be deemed, or be, a waiver of any right to damages for any prior failure to ship or receive any goods.

14. This Pricing Agreement/Contract shall be governed by the laws of the State of Oklahoma.

15. The Bidder shall be responsible for complying with all applicable federal, state and local laws.

16. If submitting a bid for services, the Bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

The undersigned individual states that the Bidder will be bound by all components of its bid, the specification, the terms and conditions of the Pricing Agreement/Contract, and the requirements for Bidders.

WITNESS the hands of the parties hereto:

THIS FORM MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID FOR THE BID TO BE VALID

Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs this form, a letter of authorization or Corporate Seal is to be attached.

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Type Name of Authorized Agent

Title of Authorized Agent

Company Name and Address

Zip Code

Telephone Number and Fax Number if any

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS
DOCUMENT**

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WITH THE BID OR THE BID WILL BE REJECTED**

NON-COLLUSION AFFIDAVIT

BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT PRIOR TO SUBMITTING BID

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The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ → THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ← ←

<input type="text"/>	<input type="text"/>
Type Name of Authorized Agent/Representative	Title
<input type="text"/>	
Company Name	
<input type="text"/>	<input type="text"/>
Address	Zip Code
<input type="text"/>	
Telephone Number and Fax Number, if any	

TO BE COMPLETED BY THE NOTARY:

State of *)
<input type="text"/>) SSS
County of *)
<input type="text"/>	

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[*State and County where notarized must be typed in for bid/proposal to be considered.][SAK1]

Signed and sworn to
before me on this

day of , by
[Day] [Month] [Year]

[Print the name of the
agent/representative who signed
above.]

My Commission
Number:

[Oklahoma]

Type Name of Notary Public

My Commission
Expires:

[Date/Year]

[49 Okla. Stat. 2011 §119]

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BIDDER MUST ELECTRONICALLY COMPLETE THIS FORM PRIOR TO SUBMITTING BID

SUPPLIER CONTACT INFORMATION

The purpose of this form is to assist various City Departments and Trusts with placing orders.

Sales Contact:

Company Name:
Address:

Contact Person: Email Address:
Telephone Number: Fax Number:

Billing Contact:

Company Name:
Address:

Contact Person: Email Address:
Telephone Number: Fax Number:

Service Contact:

Company Name:
Address:

Contact Person: Email Address:
Telephone Number: Fax Number:

After Hours Emergency Number(s)
After Hours Emergency Number(s)
After Hours Emergency Number(s)
After Hours Emergency Number(s)

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(Internal use only)
PeopleSoft Vendor ID: _____ Entered by: ____
Helpdesk Ticket #: _____ Date: _____

The Bidder's Name that is entered on the Bid/Pricing Agreement/Contract Form & Non-Discrimination Form should match the Business Name on the Vendor Registration Form

VENDOR REGISTRATION FORM

If you are a single member LLC classified as a Disregarded Entity on your W-9, you MUST provide the owner's SSN or EIN, not the LLC's EIN (see IRS pub 3402).

Select One:

- ☐ **NEW DOMESTIC VENDOR** - Attach the most current IRS W-9 form, along with this form; both MUST be filled out in their entirety.
- ☐ **NEW FOREIGN ENTITY** - Attach the most current, appropriate, IRS W-8 form, along with this form; both MUST be filled out in their entirety.
- ☐ **UPDATE EXISTING VENDOR** - Attach the most current IRS W-9/W-8 form, along with this form; both MUST be filled out in their entirety.

SDBE Program: Please select all applicable vendor characteristics:

- ☐ Disadvantaged Business Enterprise DUNS Number (if any)
- ☐ Small Business - as defined by the U.S. Small Business Administration
- ☐ Women-Owned Business - % Women-Owned / Controlled %
- ☐ Minority-Owned Business - % Minority-Owned / Controlled % Ethnicity(ies)

If you checked any of the above boxes, please provide a brief description of your business:

//

If you checked any of the above boxes, do you wish to receive notifications of upcoming contract opportunities?_

Mailing Addresses:

PURCHASE ORDERS

PAYMENT REMITTANCE

BUSINESS NAME

BUSINESS NAME

ADDRESS 1

ADDRESS 1

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ADDRESS 2

ADDRESS 2

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

CONTACT PERSON

CONTACT PERSON

EMAIL ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER

TELEPHONE NUMBER

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Do you wish to receive payments by electronic funds transfer?

Any vendor who accepts payment confirms the following: the invoice is true and correct; the work, service or materials as shown by the invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished the vendor; and the vendor has made no payment, directly or indirectly, to any elected official, officer or employee of this City, of money or any other thing of value to obtain payment See 62 O.S. § 310.9.

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by a public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof.

NOTE: Article IV, Section 11 of the City Charter prohibits employees of the City from having a proprietary interest in City Contracts. See 11 O.S. §8-113.

TYPE NAME OF PERSON AUTHORIZED TO SIGN TITLE

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CONTRACTOR/VENDOR BACKGROUND CHECKS FOR ACCESS TO OR WORK IN CITY AND TRUST BUILDINGS AND STRUCTURES

The City has established a policy to better secure City and/or Trust owned or operated buildings and structures by requiring background and fingerprint checks of Non-City employees as a condition precedent to entering City and/or Trust buildings and structures. **Contractor/vendor employees and agents who will be required to enter City and Trust buildings and structures to perform a City or Trust Contract will be required to obtain and provide an Oklahoma State Bureau of Investigation background and fingerprint check to the General Service Director or designee before such Contractor/Vendor employee or agent will be permitted to enter City and/or Trust buildings and structures unescorted, at their cost.**

The General Services Director will establish and maintain a list of Non-City employees authorized to enter City and/or Trust buildings and structures. Background and fingerprint records will be maintained by the General Services Department in a secure location within the City's internal network. Said records will be destroyed within sixty days of: 1) final acceptance by the City Council in the case of construction projects, 2) termination or expiration of a procurement pricing agreement, 3) termination or expiration of an engineering, architectural or planner agreement, or 4) termination or expiration of a professional services agreement, unless the Contractor/Vendor has another contract or agreement. The City reserves the right and authorizes the General Services Director or designee to request and require any such background check be updated and resubmitted. In addition, the Contractor/Vendor acknowledges and agrees that Contractor/Vendor employees and agents will be asked to verify their identity with a government issued picture identification (Driver's License, Passport, Oklahoma issued Identification Card) from the employee or agent's state of residence to enter City and/or Trust owned or operated buildings and structures.

Arrest and/or conviction records may disqualify Contractor/Vendor employees or agents from access or for work in City or Trust buildings and structures.

In addition to the Sex Offenders Registration Act (57 O.S. Section 581 *et seq.*) and the Mary Rippey Violent Crime Offenders Registration Act (57 O.S. Section 591 *et seq.*), the following criteria will be used when reviewing Contractor/Vendor employee or agent requests for building access:

- (a) Any unpardoned felony conviction or plea of nolo contendere may be disqualifying, depending on the nature of the conviction and the relation to the scope of the contract or price agreement, except under the following circumstances:
 - 1. Access to City or Trust buildings and structures is contingent upon successful completion of two (2) years of a deferred or suspended sentence (if the sentence exceeds two (2) years), otherwise, after successfully serving the complete sentence. Applicants must submit two (2) favorable written references, one (1) of which must be from an employer with whom the individual has worked within the last two years. Situations where the applicant is unable to provide a written reference from an employer with whom the individual has worked within the last two (2) years will be reviewed by the General Services Director or designee on a case-by-case basis.
 - 2. Applicants convicted of a felony and ordered to serve time with the Department of Corrections may be eligible for access, depending on the nature of the conviction and the position sought, two (2) years from the date of parole. Applicants must submit two (2) favorable written references, one (1) of which must be from an employer with whom he or she has worked within the last two (2) years will be reviewed by the General Services Director or designee on a case-by-case basis.

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- (b) Any unpardoned conviction(s) involving the following offenses may be disqualifying: moral turpitude; non-consensual sex acts; distribution or trafficking of controlled dangerous substances; assault and battery with a dangerous weapon, or any offense involving a minor as a victim.
- (c) Any applicant who has been convicted of a felony, is a current defendant of a Victim Protection Order (VPO) or has been convicted of a misdemeanor crime of Domestic Violence, will not be considered for facility access. Misdemeanor convictions and traffic violations will be evaluated on an individual basis and may be disqualifying.
- (d) Any applicant with a pending felony or misdemeanor charge (other than minor traffic violations) will be ineligible for access, until a final disposition of the charge is made.
- (e) Any conviction that has been pardoned or expunged cannot be considered in a facility access decision.

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If it is determined that information obtained through the applicant's OSBI criminal records check makes the applicant unsuitable for access to City or Trust buildings or structures, the General Services Department will notify the applicant immediately and provide a copy of any criminal record information.

- (a) The applicant will be given seven (7) business days to provide information that negates the validity and relevance of the criminal record. If the information obtained through the criminal records check cannot be invalidated by the applicant, the applicant will be denied facility access.
- (b) In determining an applicant's suitability for facility access, the General Services Department will consider information including, but not limited to the following:
 - 1. Relevance of the crime to the proposed work to be performed.
 - 2. Nature of the work to be performed;
 - 3. Recency of the conviction;
 - 4. Sensitivity of and potential risk to accessible information, systems, or equipment; and
 - 5. Potential risk or threat to City employees.

Upon approval of a contract or agreement by the City Council/Trust, the successful Contractor(s)/Vendor(s) will be required to submit to the General Services Department the following completed documents for **each** employee requiring access to City or Trust buildings and structures to fulfill the terms of the contract or agreement.

- 1. Non-Employee Building Access Request Form – available upon request at (405) 297-2123
- 2. OSBI Criminal History Information Request Portal Response – available at <http://www.ok.gov/osbi/CriminalHistory/CHIRP>

(Published in *The Journal Record* on January 10, 2024)

NOTICE TO BIDDERS

Notice is hereby given that The City of Oklahoma City ("Contracting Entity") will receive electronic bids at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until 10:00:00 a.m., on the 31st day of January, 2024, for the following:

BID25500 – Fire Apparatus and Fire Hose Third Party Testing

The Contracting Entity has partnered with Periscope (formerly BidSync) to accept bids electronically. You are invited to submit a bid electronically through the Periscope system to supply the goods and/or services specified in the electronic bid packet. The Contracting Entity does not provide access to a computer for electronic bidding or electronic bid submission. Bidders must register in advance with Periscope at <https://prod.bidsync.com/the-city-of-oklahoma-city> in order to submit an electronic bid. The Contracting Entity recommends potential Bidders register and become familiar with the Periscope electronic bidding process in advance of submitting a bid. There is no charge to the Bidder for registering or submitting an electronic bid to the Contracting Entity through Periscope. Instructions on how to get registered to bid through Periscope can be found on The City of Oklahoma City's website at <https://www.okc.gov/departments/bidding>.

Bids shall be made in accordance with this Notice to Bidder, General Instructions and Requirements for Bidders, Oklahoma Open Records Act and Confidential Information, the Specifications, the Agreement & Non-Discrimination Statement, the Non-Collusion Affidavit, and any other documents which are included in the complete electronic bid packet. The Agreement must be completed, signed, and submitted electronically through Periscope for the bid to be valid.

Bids timely submitted electronically through Periscope shall be opened at the time stated above or later in the City Clerk's Conference Room, located on the 2nd floor of the Municipal Building. The Periscope system does not allow bids to be submitted after the above stated date and time. There will be no exceptions to this policy. All bids shall remain on file at least 48 hours before an Agreement shall be made and entered.

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**The City of
OKLAHOMA CITY
and its Trusts**

**ELECTRONIC BID PACKET
FIRE APPARATUS AND FIRE HOSE THIRD PARTY TESTING
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GENERAL INSTRUCTIONS AND REQUIREMENTS FOR BIDDERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE SPECIFICATIONS ARE A PART OF THE TERMS AND CONDITIONS OF THE BIDDER'S IRREVOCABLE BID AS A FIRM OFFER. ANY EXCEPTIONS TO THESE INSTRUCTIONS, REQUIREMENTS OR SPECIFICATIONS MUST BE SPECIFIED AND SUBMITTED WITH THE BIDDER'S BID. THIS CAN BE ACCOMPLISHED BY SUBMITTING AN ALTERNATE OFFER, IF AVAILABLE ON THE BID, OR BY ENTERING INFORMATION INTO THE "NOTE TO BUYER" FIELD. A BIDDER MAY ALSO SUBMIT EXCEPTIONS BY UPLOADING A SEPARATE DOCUMENT LABELED "EXCEPTIONS" INTO THE PERISCOPE SYSTEM. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THE REQUIREMENTS, INSTRUCTIONS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET AND ANY OTHER BID DOCUMENTS RELATED TO THIS BID.

1. **EXAMINATION BY BIDDERS:** All Bidders must examine the specifications, drawings, schedules, special instructions and these general instructions and requirements prior to electronically submitting any Bid/Pricing Agreement/Contract. Failure to examine is at the Bidder's own risk as Bidder will be held to the terms, conditions and requirements therein.
2. **SUBMISSION OF FORMS REQUIRED FOR PRICING AGREEMENT/CONTRACT AWARD:** All bids must be completed electronically, on the forms provided by the Contracting Entity through the electronic bidding system. Bids will not be considered unless the Bid/Pricing Agreement/Contract form is completed, signed and submitted by the Bidder in the electronic bidding system. A Letter of Authorization should also be attached and submitted when the Bidder is not authorized by statute and the Bidder's organizational and establishing documents to sign and bind the Bidder to the Bid/Pricing Agreement/Contract documents. The Non-Collusion Affidavit must be executed by the Bidder or an authorized agent and notarized. The notarization must contain:
 - (a) The notary's signature (electronic signature);
 - (b) Jurisdiction where notarization took place (i.e., State of __, County of __);
 - (c) Date of notarization;
 - (d) The notary's commission expiration date;
 - (e) The notary's commission number (Oklahoma);
 - (f) The notarial seal (the notary seal is not required for electronic notarization); and
 - (g) Comply with all other applicable laws. The Non-Collusion Affidavit must be submitted electronically with the electronic bid packet.
3. **SUBMISSION OF BIDS ELECTRONICALLY TO THE CITY CLERK/SECRETARY:** Bids must be submitted electronically through Periscope and shall be opened at the time stated in the Notice to Bidders, or later, in the City Clerk's Conference Room, located on the 2nd floor of the Municipal Building. The Periscope system does not allow bids to be submitted after the deadline. There will be no exceptions to this policy. All bids shall remain on file at least 48 hours thereafter before a Pricing Agreement/Contract shall be made and entered into thereon.
4. **DESCRIPTIVE TERMS:** Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalog designation in describing an item does not restrict Bidders to that particular brand name, etc. The term is simply to indicate the type, character, quality and/or performance equivalence of the item desired. However, the proposed substitution item must be of such character, quality and/or performance equivalence as that indicated in the specifications. A proposed substitute item must include complete data as to the manufacturer's name, type, model number, any descriptive bulletins and specifications. This data can be uploaded electronically through the electronic bidding system.
5. **EXCEPTIONS:** Any exceptions or variances to these instructions or specifications must be submitted with the Bidder's bid. This can be accomplished by submitting an alternate offer, if available on the bid, or by entering information in the "Note to Buyer" field. A Bidder may also submit exceptions by uploading a separate document labeled "Exceptions" into the Periscope system. Failure to indicate any exceptions will be construed to mean that the Bidder offers to furnish the exact commodity as described in the bid specifications and as full acceptance of the requirements, instructions, and specifications contained in this bid packet and any other bid documents related to this bid.
6. **UNIT PRICES:** A unit price for each unit bid must be shown and include any applicable taxes, delivery, and packaging and/or packing, if any, unless otherwise specified. If there is an estimated quantity stated as such in the specifications, the estimate is not a guarantee of the quantity which may be purchased. When the quantity in the Periscope system is listed as "1", Bidder shall bid the per individual unit price. The Contracting Entity may purchase one or more bid item at any given time throughout the term of the Pricing Agreement/Contract. The Periscope system will calculate the total based on the quantity requested by the Contracting Entity and the price entered by the Bidder. The Periscope system will calculate the bid price based on the quantity and price. Items bid as an estimated quantity will be awarded on a "no guarantee" basis. Prices shall be extended in decimals, not fractions, and shall include transportation and delivery charges, prepaid by the Bidder to the destination specified in the special instructions of the specifications.
7. **EXEMPTIONS FROM CERTAIN TAXES:** The purchase of certain goods or services by the Contracting Entity is exempt from the payment of excise, transportation, use, and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Any taxes that are not exempt must be included in the bid price. No additional payment or compensation will be made for taxes.
8. **PAYMENTS AND DISCOUNTS:**

- (a) Payment for goods and services as specified in the Pricing Agreement/Contract shall be processed promptly after completion of delivery and acceptance of items and after receipt from Bidder of properly prepared invoice(s) and/or notarized claim voucher(s), if applicable. Purchases may be made by certain City or Trust employees using a purchasing card. Employees of Contracting Entity are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the Bidder may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The bid price shall cover any fees a bidder may incur.
- (b) Discounts for prompt payment will not be considered in bid evaluations, unless otherwise specified. Discounts offered by the Bidder will be taken, however, if payment is made within the discount period.
- (c) Late charges cannot be assessed against Contracting Entity.
9. **LATE INVOICES:** If the purchase order indicates that the purchase is being made with City funds, all unpaid invoices pertaining to this Pricing Agreement/Contract must be recorded in the Finance Department, Accounts Payable Section, or in the Office of the City Clerk on or before September 30 for all debts incurred during the prior fiscal year (July 1 through June 30), or said invoice shall be void and forever barred. (See 62 Okla. Stat. 2010 § 310.4).
10. **DELIVERY:**
- (a) All bid prices quoted shall be based on delivery F.O.B. Oklahoma City, Oklahoma or to any points located within the municipal corporate limits (unless otherwise stated in the bid specifications) with all charges prepaid to the actual point of delivery.
- (b) Bids must show the number of days required for delivery under normal conditions. Unrealistically short or long delivery promises may cause bids to be rejected. A successful Bidder is required to keep the purchasing department advised at all times of the status of the order and delivery. All goods or services shall be delivered within thirty (30) days from the date of the award of the Pricing Agreement/Contract, unless specified otherwise.
11. **AWARD OF PRICING AGREEMENT/CONTRACTS:** The Contracting Entity reserves the rights to: award by item, groups of items or all items of the bid; to reject any or all bids in whole or in part; and, waive technical defects, irregularities and/or omissions.
12. **PERFORMANCE BONDS:** If required by the specifications, the successful Bidder must post the performance bond, a certified or cashier's check in the amount required prior to award of Pricing Agreement/Contract.
13. **PATENTS:** The Bidder agrees to indemnify and save harmless the Contracting Entity, including any of Contracting Entity's employees, the purchasing agent and assistants from all suits and actions of every nature and description brought against the Bidder and/or any assistants because of, or for the use of, patented or licensed appliances, products, or processes. The Bidder shall pay all royalties and charges which are legal, and equitable evidence of such payment or satisfaction shall be submitted upon request of the Contracting Entity, as a necessary requirement in connection with the final execution of any Agreement/Contract in which patented or licensed appliances, products, or processes are to be used.
14. **TERMINATION:**
- (a) The performance of services and/or the delivery of items under any Pricing Agreement/Contract may be terminated by the Contracting Entity, in whole or in part, whenever it is determined to be in the best interest of the Contracting Entity.
- (b) Any such termination will be effected by delivery to the Bidder of a termination notice specifying the extent to which performance or services and/or delivery of ordered commodities is terminated, and the date the termination becomes effective.
- (c) After receipt of a termination notice, the Bidder shall stop performance of services and/or accept no further orders under the Pricing Agreement/Contract.
15. **COMPLIANCE WITH APPLICABLE LAWS:** All Proposers must comply with all applicable federal, state or local laws and regulations, including Title VI and all provisions of the Civil Rights Act of 1964 42, U.S.C. §§ 2000d, -et seq.
16. **SELF-INSURED:** The Contracting Entity is self-insured for its own negligence. The liability of the Contracting Entity for acts of negligence are limited and subject to the Governmental Tort Claims Act, 51 O.S. §§ 151, *et seq.*
17. **RIGHT TO AUDIT:** The Contracting Entity shall at all times have the right to examine books, papers and records of the successful Bidder relative to all aspects of the Pricing Agreements/Contracts awarded as a result of this bid to confirm Pricing Agreement/Contract compliance. Failure to provide the requested information may result in termination of the Pricing Agreement/Contract. This right to audit only affects Pricing Agreement/Contract compliance as a result of this bid, and does not apply to Bidder records beyond the scope of the Pricing Agreement/Contract.
18. **REFERENCES:** The Contracting Entity has the right to request references from bidders.
19. **BID EVALUATION:** Bids will be evaluated based upon the lowest overall cost to the Contracting Entity and a bidder's responsiveness to the requirements of the specifications. The Contracting Entity retains the right to waive minor deficiencies of specifications, technicalities or informalities in a bid, provided that the best interest of the Contracting Entity would be served without prejudice to the rights of other bidders.

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OKLAHOMA OPEN RECORDS ACT AND CONFIDENTIAL INFORMATION

All materials submitted to the Contracting Entity pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, 51 O.S. § 24A.1. *et seq.* The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the Contracting Entity pursuant to this Bid or Proposal is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, you must comply with the following:

1. Place said documents/records in a separate electronic file attachment marked "Confidential". DO NOT label your entire Bid or Proposal as "Confidential" – label only those portions of the Bid or Proposal that you feel are exempt or are made confidential by state or federal law as "Confidential".
2. For each such document for which you are claiming an exemption or a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. § 85 *et seq.*

Should an Open Records request be presented to the Contracting Entity requesting information you have identified as "Confidential," you will be responsible for defending your position in the District Court, if needed.

If you fail to identify any records submitted as part of your Bid or Proposal as "Confidential", you are agreeing that said records are not exempt or confidential and are subject to public access.

Upon receipt of a request by a third party to review or copy records properly identified as "Confidential," you will be notified of the request and thereby given an opportunity to immediately enforce and protect your rights by initiating an action in a court of competent jurisdiction. Should you fail to timely bring an action to enforce your rights, then the requested records will be released by the Contracting Entity based upon its determination of the application of the Oklahoma Open Records Act.

BID SPECIFICATIONS

**FIRE APPARATUS AND
FIRE HOSE THIRD PARTY
TESTING**

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BID SPECIFICATIONS
FIRE APPARATUS AND FIRE HOSE THIRD PARTY TESTING
Instructions to Bidders

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INTENT: To obtain pricing agreement(s) for fire apparatus third party testing and fire hose third party testing for the City of Oklahoma City Fire Department (OKCFD). Multiple Bidders may be awarded. It is intended to award the ground ladder testing and fire hose testing to one vendor so these services may be completed at the same time. Ground ladder testing on pumper engines will coincide with the hose testing, and ground ladder testing for the ground ladders assigned to aerial device equipped apparatus without hose will be tested during the scheduled aerial device testing. It is anticipated the pricing agreement(s) will be effective in February 2024. The current agreements expire on January 3, 2024.

SCOPE OF PRICING AGREEMENT/CONTRACT: The Bidder shall furnish and supply the below listed item(s) in accordance with the terms, conditions and provisions set forth herein.

The Contracting Entity reserves the right to award this Pricing Agreement/Contract to a single Bidder or to multiple Bidders, whichever is deemed to be in best interest of the Contracting Entity. You may bid on some or all items. If you choose not to bid on one of the items respond by typing, "No Bid" in the "Note to Buyer" field of the Line Item in the Periscope system.

SUBSTITUTE OFFERS: If the bid specifications provide that the Contracting Entity is accepting substitute offers for a good or service, this option will be available for bidders in Periscope when completing the electronic bid packet. The Contracting Entity is under no obligation to accept a substitute offer.

CONTRACTING ENTITY: The term "Contracting Entity" as used throughout this Pricing Agreement/Contract shall mean The City of Oklahoma City and any participating Public Trust which chooses to avail itself of the goods or services from the resultant Pricing Agreement/Contract. Should a participating Public Trust, of which The City of Oklahoma City is Beneficiary, choose to avail itself of goods or services from the resultant Pricing Agreement(s)/Contract(s), the Bidder(s) will honor the terms and conditions, including price, of the Pricing Agreement(s)/Contract(s).

BIDDER: Upon award of this Pricing Agreement/Contract, the term "Bidder" shall mean the contracting party supplying the goods and/or services.

PRICING AGREEMENT/CONTRACT PERIOD: The Pricing Agreement/Contract shall be for one year with the option to renew for two additional one-year periods. The Pricing Agreement/Contract shall be in effect commencing on the date of award as approved by the Contracting Entity.

PRICING AGREEMENT/CONTRACT RENEWAL OPTION:

1. This Pricing Agreement/Contract is renewable for two additional one-year periods at the option of the Contracting Entity. Should the Contracting Entity desire to renew the pricing agreement/contract, a written preliminary notice will be furnished to the Bidder prior to the

expiration date of the Pricing Agreement/Contract. (Such preliminary notice will not be deemed to commit the Contracting Entity to renew.)

2. Upon receipt of the Contracting Entity's preliminary notice, the Bidder shall, if desired, submit a written agreement to continue Pricing Agreement/Contract performance for an additional one-year period.
3. Should the Contracting Entity exercise this option for renewal, the Pricing Agreement/Contract as renewed shall be deemed to include this option provision except that the total duration of this Pricing Agreement/Contract, including any renewals, shall not exceed three years without approval of the Contracting Entity.
4. In all cases Pricing Agreement/Contract renewals must be approved by the Contracting Entity.

DELIVERY: Bidders shall specify their proposed delivery times for the requested goods and services in the Line-Item pricing area in the electronic bidding system. If a deadline is specified and no alternative is proposed, the Bidder will have agreed to meet the stated deadline.

INSPECTION AND ACCEPTANCE AT DESTINATION:

1. Final inspection and acceptance shall be at destination. Acceptance will occur after the goods or results of the services have been inspected and when determined by designated competent staff to have met the bid specifications. Delivery does not constitute acceptance.
2. Although source inspection by the Contracting Entity is not anticipated under this Pricing Agreement/Contract, the provisions of this article shall in no way be construed to limit the rights of the Contracting Entity to otherwise conduct source inspections when it deems to be appropriate.

F.O.B. DESTINATION:

1. The Bidder shall deliver each item F.O.B. Destination, Oklahoma City, Oklahoma, and to any and all points designated in the bid specifications.
2. Inside delivery is required unless specifically and expressly stated in the bid specifications.

COMMERCIAL PACKAGING: Preservation, packaging, packing, and marking will be in accordance with Bidder's best commercial practice to provide adequate protection against shipping damage. Bidder is required to replace any goods damaged in shipping or delivery.

ESTIMATED ANNUAL REQUIREMENTS (NO GUARANTEE):

1. The quantity of any item, good, or service when shown in the price schedule as an estimate of an annual requirement is merely an estimate based on currently available information. The purchase of any such item or quantity of good or service is not guaranteed. Any offer conditioned upon a promise by the Contracting Entity to purchase a minimum or definite quantity of such an item will be rejected.
2. The Bidder agrees to furnish all quantities ordered by the Contracting Entity during the Pricing Agreement/Contract period.

3. The Contracting Entity agrees to place orders with the Bidder for all its requirements for those items shown in the price schedule, as awarded, except as follows:
 - a. Quantities of items needed under conditions of emergency or public exigency as approved by the Purchasing Agent.
 - b. Quantities of items obtainable from State contracts, as approved by the Purchasing Agent.
 - c. Quantities of items where federal funds are involved, and other action is warranted for federal regulatory compliance purposes.
 - d. Quantities of items awarded under specific and separate pricing agreements/contracts.
 - e. Quantities of items which otherwise are determined to be outside the general scope and intent of this Pricing Agreement/Contract.
4. If requirements for any awarded items do not materialize for the quantity estimated in the applicable price schedule, such failure shall not constitute grounds for equitable adjustment or additional compensation.
5. There is no obligation to purchase any items from this Pricing Agreement/Contract, and purchases made in future fiscal years or other contract periods are subject to future appropriations and availability of funds.
6. The Contracting Entity may request Bidder provide quantity discounts when making larger purchases. Quantity discounts will be requested from all Bidders when multiple Pricing Agreements/Contracts are awarded.

ORDER OF PRECEDENCE: In the event of an inconsistency between provisions of this Pricing Agreement/Contract, the inconsistency shall be resolved by giving precedence in the following order: (i) Pricing Agreement/Contract articles, (ii) Bid Specifications, (iii) Notice to Bidders, (iv) General Instructions and Requirements for Bidders, (v) other requirements provided by the Contracting Entity in the bid packet, then (vi) attachments, notes, and exceptions by Bidder.

PAYMENT METHODS: The ordering departments will utilize purchase order numbers or purchasing cards for ordering the goods and services they require as the need arises during the Pricing Agreement/Contract period.

The Contracting Entity shall not be held liable for any damages sustained by any Bidder for delivery of goods or services awarded by Pricing Agreement/Contract unless accompanied by an authorized purchase order or purchasing card reference name and number. Delivery of goods or services to any department of Contracting Entity without a purchase order document, purchase order number or purchasing card reference name and number given at the time the order is placed shall constitute an unauthorized purchase.

PAYMENT/INVOICE:

1. Payments will be processed promptly after completion of delivery of ordered items and after receipt of properly prepared invoices.
2. **FOR ORDERS PLACED BY PURCHASE ORDER:** The original invoice must be mailed directly to The City of Oklahoma City, Accounts Payable, 100 N. Walker Avenue, Suite

200, Oklahoma City, Oklahoma 73102, or invoices may be e-mailed to accountspayable@okc.gov. If invoices are e-mailed, a paper copy should not be mailed. This information is printed on the front of each purchase order. Copies of invoices may be sent to other addresses upon request. However, if the original invoice is sent to any other address, payment will be delayed, or may not be processed at all. Should another trust or government entity be using this contract they may request a different invoice address.

FOR ORDERS PLACED BY PURCHASING CARD: Do not send invoices, statements etc. to Accounts Payable for purchasing card orders. Please send all purchasing card documents directly to the cardholder. Cardholders are required to submit itemized transaction details such as invoice/delivery tickets with their monthly purchasing card statement. This is a vital part of the monthly reconciliation process. Your cooperation is appreciated. Contracting Entity employees are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the bidder may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The bid price is expected to cover any fees a bidder may incur.

3. Invoices must contain the following information:
 - a. Bidder's name and address
 - b. Ship to address (department name)
 - c. Purchase order number - **MUST BE INDICATED ON THE INVOICE**
 - d. Itemization of each item purchased to include:
 - i. description/stock number
 - ii. unit price
 - iii. quantity
 - iv. unit of issue (each, box, dozen, pound, etc.)
 - v. total price
 - e. Total amount of invoice
 - f. Date of delivery
4. Invoices should not reflect any outstanding backorders.

WARRANTY:

1. The Bidder warrants that at the time of delivery, all items furnished under this Pricing Agreement/Contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this Pricing Agreement/Contract. All Bidders will furnish with their bid one copy of their warranty applicable to the supplies or equipment to be furnished.
2. As to any item which does not conform to this warranty, the Bidder agrees that the Contracting Entity shall have the right to:
 - a. Reject and return each nonconforming item to the Bidder for correction or replacement at the Bidder's expense
 - b. Require an equitable adjustment in the Pricing Agreement/Contract price.
3. This warranty shall be in addition to any other rights of the Contracting Entity.

4. All equipment warranties shall start on the date of installation and will be for the full term of said warranty.

GENERAL PROVISIONS: The following documents are attached or by this reference incorporated as a part of this Pricing Agreement/Contract:

- a. Bid/Pricing Agreement/Contract Form & Non-Discrimination Statement
- b. Non-Collusion Affidavit
- c. General Instructions and Requirements for Bidders
- d. Specifications
- e. Oklahoma Open Records Act and Confidential Information

SAFETY DATA SHEETS: Any Bidder supplying goods or materials to the Contracting Entity that require a Safety Data Sheet (SDS) will furnish the required sheet or a composite concentration list in one of the following manners:

- a. Submitted as part of the proposal document
- b. Submitted prior to Agreement/Contract award
- c. Submitted with the product invoice
- d. Submitted at the request of the Contracting Entity

In all instances, the Bidder shall furnish the safety data sheets with the products at delivery, and shall comply with all local, state and federal laws providing for identification of materials transported to the Contracting Entity. The appropriate proposal number, Agreement/Contract number, delivery ticket number, or invoice number shall be clearly marked on the safety data sheet or the composite concentration lists. Information regarding Safety Data Sheets can be found online at <https://www.osha.gov/Publications/OSHA3514.html>. Any question regarding this requirement should be directed to the following address:

Oklahoma City Risk Management Division
420 W. Main Street, Suite 630
Oklahoma City, Oklahoma 73102
(405) 297-3891

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BID SPECIFICATIONS
Other Provisions

ADDENDA: It is the Bidder's responsibility to log into the electronic bidding system to monitor any addenda that may be issued during the process. A Bidder's bid will not be accepted if all addenda have not been acknowledged by the Bidder through the electronic bidding system. If you are set up for electronic notifications through the electronic bidding system, you should receive a notification by e-mail when addenda are issued.

INDEMNITY REQUIREMENTS: The Bidder assumes all risks incident to or in connection with its purpose to be conducted herein under and shall indemnify, defend and save Contracting Entity harmless from damage or injuries of whatever nature or kind to persons or property arising directly or indirectly out of the Bidder's operations and transportation of the Contracting Entity's equipment to and from repair site regardless of fault and arising from acts or omissions of its employees regardless of fault and shall indemnify, defend, and save harmless Contracting Entity from any penalties for violation of any law, ordinance or regulation affecting or having application to said operation.

INSURANCE REQUIREMENTS: The following insurance requirements are applicable and must be obtained prior to contract award if the bid submitted includes on-site installation, on-site maintenance services or other repair services to be performed on the Contracting Entity's property, or if insurance coverage is otherwise requested by the Contracting Entity.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:
The Bidder shall carry Worker's Compensation Insurance in amounts as prescribed by the laws of the State of Oklahoma.

GENERAL LIABILITY INSURANCE: The Bidder shall carry a general liability insurance policy to protect the Bidder and any the Contracting Entity as Additional Insured from claims for property damage and bodily injury including death, or other loss which may arise directly or indirectly from the activities, omissions, and operations of the Bidder under the Agreement, whether such activities, omissions, and operations be by the Bidder, its subcontractor, or by anyone employed by or acting for the benefit of the Bidder in conjunction with this Agreement. The general liability policy shall have, at a minimum, the following coverage amounts:

Property Damage Liability - Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000) to any one person for any single claim for damage to or destruction of property arising out of a single act, accident, or occurrence.

All Other Liability - In the amount not less than one hundred seventy-five thousand dollars (\$175,000) for claims including accidental death, personal injury, and all other claims to any one person out of a single act, accident, or occurrence.

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General Aggregate Limit- In an amount not less than one million dollars (\$1,000,000) for any number of claims arising out of a single act, occurrence or accident.

AUTOMOBILE LIABILITY INSURANCE – The Bidder shall maintain automobile insurance coverage in, at a minimum, the amounts required by Oklahoma law as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles and equipment when said vehicles or equipment is utilized to meet the requirements of this contract.

The insurance policies required herein shall be issued by a company authorized to do business in the state of Oklahoma and acceptable to Contracting Entity. Upon request, the Contracting Entity shall be furnished with a Certificate of Insurance evidencing all of the above-referenced requirements. All policies shall be in the form of an “occurrence” insurance coverage or policy. If any insurance is written in a “claims made” form, the Bidder shall also provide tail coverage that extends a minimum of two years from the expiration of the Pricing Agreement/Contract. Unless stated otherwise above, all policies must be fully insured with any single deductible not exceeding \$25,000. Bidder or Bidder’s insurance company must provide Contracting Entity at least thirty (30) days’ prior written notice of any cancellation or material coverage change in their policies. **The Contracting Entity shall be listed as a Certificate Holder. This Pricing Agreement/Contract requires that Contracting Entity, including The City of Oklahoma City and its participating public trusts to this Contract/Agreement whether named herein or by reference only, be named as additional insured on the Bidder’s insurance policies, except Worker’s Compensation and Employer’s Liability Insurance, to the full limits of the policies and consistent with the same coverages available to the named insured. Any blanket additional insured endorsement which limits coverages to any Contracting Entity is not compliant with this Pricing Agreement/Contract and shall be considered a breach. Contracting Entity must be provided with a Certificate of Insurance or Endorsement evidencing Contracting Entity’s additional insured status prior to contract award. The policy description shall state the following: “Additional insured(s) on the listed policies are those required in the contract.”**

Unless otherwise approved by the Contracting Entity prior to contract award, self-insured retentions will not be accepted unless accompanied by a bond or irrevocable letter of credit guaranteeing payment of the losses, related investigations, claim administration, and defense expenses not otherwise covered by the Bidder’s self-insured retention.

ACCORD FORM: The policy description shall state the following “**Additional insured(s) on the listed policies as required by contract.** (The City of Oklahoma City and its participating Trusts). The solicitation number, BIDXXXXX, shall be referenced in the policy description.

UNDUE INFLUENCE: Upon advertising this solicitation, no officer, employee, agent, or representative of the Bidder shall have any contact or discussion, verbal or written, with any representative of the Contracting Entity (i.e., Trust Officer, City Council member, City staff, etc.) either directly or indirectly through others in which the Bidder seeks to influence any representative of the Contracting Entity regarding any matters pertaining to this solicitation.

Contacts by the Bidder with the Contracting Entity that do not pertain to a solicitation are exempt from this provision. Examples of these exempt contacts are:

- Private, non-business, contacts with the Contracting Entity by the Bidder's employees acting in their personal capacity
- Business contacts outside of this solicitation that the Contracting Entity may have with the Bidder
- Presentations and/or responses to inquiries initiated by the Contracting Entity
- Pre-bid or pre-proposal conferences
- Discussions with The City Procurement Agent, buyer or departmental contact as outlined in the bid packet

If a representative of any Bidder submitting a bid violates the foregoing prohibition by contacting any of these parties, such contact may result in the Bidder being disqualified from the procurement process.

ESCALATION/DE-ESCALATION: Bidder may request a price increase or decrease if the Bidder shows satisfactory proof to the Contracting Entity that a price change is justified and beyond the scope of the Bidder's control. It is understood that any percentage or discount offered to the Contracting Entity will remain firm for the duration of the Pricing Agreement/Contract. However, within 10 days of any approved changes in the price list(s) bid, Bidder may furnish the Fire Department three copies of the new price list(s). New price list(s) will be considered effective the date shown on the price list(s), or 10 days from the date price list(s) are received in the Fire Department, whichever is later. The three copies of the changed price list/catalog may be mailed, e-mailed or hand delivered to:

The City of Oklahoma City
Fire Department
Attn: Pennie Leck
820 NW 5th Street
Oklahoma City, OK 73106
pennie.leck@okc.gov

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BID SPECIFICATIONS
Technical Provisions

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INTENT: To obtain pricing agreement(s) for fire apparatus third party testing and fire hose third party testing for the City of Oklahoma City Fire Department (OKCFD). Multiple Bidders may be awarded. It is intended to award the ground ladder testing and fire hose testing to one vendor so these services may be completed at the same time. Ground ladder testing on pumper engines will coincide with the hose testing, and ground ladder testing for the ground ladders assigned to aerial device equipped apparatus without hose will be tested during the scheduled aerial device testing. It is anticipated the pricing agreement(s) will be effective in February 2024. The current agreements expire on January 3, 2024.

VEHICLES: Vehicles to be tested consist of custom-built fire apparatus made by Emergency One (E-One), Ferrara, Pierce, and Spartan. Types of fire apparatus include: 100'+ aerial trucks, 95' and 100' platforms, rear, and mid-mount, 55' boom trucks, heavy tankers, brush pumpers, and rescue squads.

QUALIFICATIONS: Bidder is required to provide documentation with the bid showing that employees performing testing services possess the necessary knowledge, technical skill, and experience to provide the service according to the most recent version of NFPA Standards. Bidders should attach licenses, accreditations, or certifications in Periscope.

SCOPE OF SERVICES: Bidders who provide fire apparatus repair parts and services with the Contracting Entity may not submit a bid under this Pricing Agreement/Contract. This is to ensure repair services are not performed by the same Bidder providing inspection services. The following services are to be covered under this Pricing Agreement/Contract.

A. ANNUAL PUMP TESTING

Annual pump third party testing according to the National Fire Protection Association (NFPA) 1911 Chapter 18, Current Edition. **The Contracting Entity conducts all required pump testing in-house utilizing OKCFD EVT personnel. Bidders are not bidding on conducting pump testing on all OKCFD pumps, only to conduct individual pump test if needed.**

B. ANNUAL AERIAL DEVICE TESTING

Annual aerial device third party testing [Nondestructive Test (NDT)] according to the National Fire Protection Association (NFPA) 1910, Current Edition. Bidders must meet the NFPA requirement and provide this documentation before Pricing Agreement/Contract award. The Contracting Entity currently has approximately 26 fire apparatus to be tested. Bidder shall bid cost for initial test, repeat test (if applicable), and heat sensors installed.

Inspection Personnel: The person performing the nondestructive test shall be certified as at least a Level II NDT technician in the test method used, as specified in ASNTCP-189, Standard for Qualification and Certification of Nondestructive Testing Personnel. Proof of conformance with this requirement will be verified by Contracting Entity personnel.

AERIAL DEVICE TESTING SCHEDULE: Testing shall be scheduled in the spring and conducted on-site at Fire Logistics, 600 North Portland, OKC, OK 73107. Fire apparatus will

be transported to Fire Logistics by Contracting Entity personnel. It will not be necessary for Bidders to drive the apparatus. A water source is available at this facility. Bidders will be responsible for the operation of the aerial ladder during testing and for connecting the water source to the aerial device. Bidder will also be responsible for operating the pump controlling the water source.

C. ANNUAL GROUND LADDER TESTING

Annual ground ladder third party testing according to the National Fire Protection Association (NFPA) 1932, Current Edition. The Contracting Entity currently has approximately 4000 feet (more or less) to be tested. Ground ladders to be tested are Duo Safety or Alcolite. Bidders shall provide additional cost for heat sensors and ladder positioning labels. Testing schedule below with fire hose testing.

D. FIRE HOSE TESTING:

Bidder shall provide fire hose testing according to National Fire Protection Association (NFPA) 1962, Current Edition. Work shall be performed by employees properly trained by the fire hose manufacturers and certified to provide the services described. The inspection and testing of all fire hose shall include but not limited to the following:

1. Unload hose from apparatus
2. Conduct visual inspection of hose
3. Inspect couplings and threads (gasket replacement is not requested as this is completed by OKCFD)
4. Test hose
5. Drain hose
6. Reload hose back on apparatus in the manner it was removed (with no price difference for hose bed versus cross lays)
7. Record results and mark hose
8. Remove failed hose from service and collect in one location
9. Unroll, test, and re-roll spare hose

MARKING HOSE: Hose that fails inspection will be marked at the location of failure with a permanent marker, identified on hose failure log sheet, and removed from service at the time of inspection.

COMPREHENSIVE REPORT: Within 14 days of completing testing, Bidder shall provide a comprehensive report of hose tested in paper and electronic format. The electronic format shall be in the form of a sortable spreadsheet. Report shall specify Date of Test, Apparatus ID, Hose ID, Mfg, Date of Manufacture, Date in Service, Size, Diameter, Length, Pressure, Pass/Fail, Reason for Failure, and Thread Type. Bidder may be asked to complete an additional OKCFD form.

FIRE HOSE TO BE TESTED:

Estimated 42 Engines – average number of hose each apparatus

500 ft. – 1 ¾"

Minimal – 2"

400 ft. – 2 ½"

500 ft. – 3"
200 ft. – 2 ½" High Rise
200 ft. – 1" Booster Line

1200 ft. – 3" (on 6 Engines)
1500 ft. – 5" (on 32 Engines)

Estimated 15 Brush Pumpers

200 ft. – 1 ¾"
200 ft. – 1" Booster Line

Spare Hose - not on apparatus

Approximately 3200 ft – 1.75" and 2.5"

Approximately a total of 140,000 feet of hose to be tested.

Bidder shall provide estimated hours each apparatus will be out of service and total number of days for completion of all hose to be tested.

FIRE HOSE TESTING AND GROUND LADDER TESTING SCHEDULE & LOCATIONS: Fire hose and ground ladder testing will be scheduled annually in the fall during the month of October on days that are mutually agreeable with the vendor and Fire Logistics Service Manager.

Testing to be completed at the following five locations throughout the City of Oklahoma City **(locations are tentative and subject to change):**

Fire Training Center – 850 N. Portland
Fire Station 18 – 4016 N. Prospect
Fire Station 30 – 4343 S. Lake Hefner Drive
Fire Station 25 – 2701 SW 59th Street
Fire Station 31 – 618 N. Rockwell

It is intended to award the ground ladder testing and fire hose testing to one vendor so these services may be completed at the same time. Ground ladder testing on pumper engines will coincide with the hose testing, and ground ladder testing for the ground ladders assigned to aerial device equipped apparatus without hose will be testing during the scheduled aerial device testing.

REFERENCES: Bidder is required to provide five references including company name, address, contact name, email address, and phone number:

PERISCOPE ATTACHMENTS: When uploading attachments in Periscope, **please do not submit zip files.**

ACORD FORM: The policy description shall state the following: "Additional insured(s) on the listed policies are those required in the contract." [The City of Oklahoma City and its participating public trusts]

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SOLICITATION NUMBER: The solicitation number **BID25500** shall also be referenced in the policy description.

PRICING: Pricing must be submitted through the Line-Item area of the electronic bidding system. Pricing submitted shall include Bidder unloading hose, testing hose, draining hose, and loading hose back on apparatus with no price difference for hose bed versus cross lays; include Bidder marking any hose that failed for each apparatus; include Bidder providing a comprehensive report once all testing is completed. If personnel from your company need to travel to Oklahoma City to provide services, **pricing submitted must include any costs related to travel (airfare, mileage, hotel, meals, etc.).**

TECHNICAL QUESTIONS: Technical questions are to be addressed through the electronic bidding system and the Buyer will respond electronically and issue addenda, if necessary.

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LETTER OF AUTHORIZATION

THIS LETTER OF AUTHORIZATION MUST BE COMPLETED IF THE ATTACHED
LEGALLY BINDING DOCUMENT WAS NOT SIGNED BY THE STATUTORILY
AUTHORIZED OFFICER ON BEHALF OF THE CONTRACTING ENTITY.

City of Oklahoma City or related Public Trust:

This letter authorizes _____ to
(PRINTED NAME OF AUTHORIZED AGENT)

sign the attached legally binding document on behalf of _____
(CONTRACTING ENTITY)

Sincerely,

Signature of Authorizing Officer

Printed Title

Date

Printed Name of Authorizing Officer

Email Address of Authorizing Officer

NOTE: If the Contracting Entity is a(n):

Corporation	The authorizing officer <u>must</u> be: President, Vice-President, Chairperson, or Vice-Chairperson
LLC	The authorizing officer <u>must</u> be: Manager, Managing Member, President, or Vice-President
Partnership	The authorizing officer <u>must</u> be: General Partner
Joint Venture	The authorizing officer <u>must</u> be: An Authorized Officer of Each of the Ventures

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References

Bidder should provide five references below with requirements similar to these bid specifications.

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Company Name:
Address:
Contact Name:
Contact Email:
Phone Number:
Type of Service Provided:

Company Name:
Address:
Contact Name:
Contact Email:
Phone Number:
Type of Service Provided:

Company Name:
Address:
Contact Name:
Contact Email:
Phone Number:
Type of Service Provided:

Company Name:
Address:
Contact Name:
Contact Email:
Phone Number:
Type of Service Provided:

Company Name:
Address:
Contact Name:
Contact Email:
Phone Number:
Type of Service Provided:

Question and Answers for Bid #25500 - Fire Apparatus and Fire Hose Third Party Testing

Overall Bid Questions

Question 1

Where can I upload a document? All document say they must be completed online. There are notarized documents that require company officer signature. How can I get their signature with notary and then upload the document?(Submitted: Jan 25, 2024 7:19:47 AM CST)

Answer

- Attachments can be attached to one of the line items of the bid. The notary would need to have an account associated to your account to notarize electronically. Periscope should be able to assist with this, please contact #1-800-990-9339.(Answered: Jan 26, 2024 9:40:00 AM CST)

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