

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301
(304) 357-0115

Request for Quotations

Re: Request for Quotations for a New 2015 or 2016 Ford Escape SE for the Kanawha County Assessor's Office

Date: March 31, 2015

Fiscal Year: 2014-2015

Bid Opening: Bids must be received on or before Tuesday, April 14, 2015, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO BIDDERS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. **Faxed or electronically transmitted bids will not be accepted.**
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in the bid specifications.
3. All bids should be signed and in ink showing all facts and the total amount of the bid.
4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the county.

Item No.	Quantity	Description	Amount
1	1	Request for Quotations for a New 2015 or 2016 Ford Escape SE for the Kanawha County Assessor per the Attached Specifications	\$ _____

Written Bid Amount: _____ Dollars

Vendor Name: _____

Signature: _____

Address: _____

Telephone: _____

Date: _____

E-Mail Address: _____

SPECIFICATIONS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Request for Quotations for a New 2015 or 2016 Ford Escape SE for the Kanawha County Assessor's Office

LOCATION: Kanawha County Assessor
409 Virginia Street, East
Charleston, WV 25301

CONTACT: Questions Regarding Bid Submission
Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East, 3rd Floor
P.O. Box 3627
Charleston, WV 25336
jeriewhitehead@kanawha.us

Questions Regarding Bid Specifications
Janet Burke
Kanawha County Assessor
409 Virginia Street, East
2nd Floor
Charleston, WV 25301
304-357-0250
janetburke@kanawha.us

BID OPENING: Bids must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Tuesday, April 14, 2015, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). Faxed or electronically transmitted bids will not be accepted.

SPECIFICATIONS: The following specifications are intended to describe a new 2015 or 2016 Ford Escape SE for the Kanawha County Assessor, and the details contained in these specifications are not intended to exclude any vendor from bidding; but are offered as a means of describing the needs of the Kanawha County Assessor. All specifications are minimum requirements.

Specifications

1. One (1) new 2015 or 2016 Ford Escape SE 4-door, 4x4
2. Cloth seats
3. Exterior color preference White; will consider any available color
4. Because this will be a government vehicle, options that are not standard for the SE package will not be accepted
5. Provide warranty details with bid documents

TERMS & CONDITIONS:

1. No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.
2. Vendor shall complete and submit, or have on file with the Commission, a Vendor Registration Form.
3. Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bids are opened, all documents become public record.