

# 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 Expedition 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 Expedition 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 Expedition 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, 3<sup>rd</sup> Floor  
P.O. Box 3627  
Charleston, WV 25336  
[jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us)

Questions Regarding Bid Specifications  
Janet Burke  
Kanawha County Assessor  
409 Virginia Street, East  
2<sup>nd</sup> Floor  
Charleston, WV 25301  
304-357-0250  
[janetburke@kanawha.us](mailto: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, 2016, 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 Expedition 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 Expedition U1G, Package #100A, 4-door, 4x4
2. Cloth seats
3. Third row seating
4. Exterior color preference Magnetic; will consider any available color
5. Because this will be a government vehicle, options that are not standard for the 100A package will not be accepted. If a 2015 is not available, a 2016 can be ordered.
6. 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.