

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

Request for Quotations

Re: New 2016 Ford Expedition XL 4X4 U1G for the Kanawha County Sheriff's Office
Date: January 25, 2016
Fiscal Year: 2015-2016
Bid Opening: Bids must be received on or before Tuesday, February 16, 2016, 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 submitted bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in Bid.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. Once bids are unsealed, all bid documents become Public Record.
5. 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.	Description	Bid Amount
1	One (1) New 2016 Ford Expedition XL 4x4 U1G for the Kanawha County Sherriff's Office per the Attached Specifications	\$ _____
Written Bid Amount _____		_____ Dollars

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

E-Mail Address: _____

*** ATTENTION VENDORS ***
Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications? Register by visiting our website @ www.kanawhacounty.com/purchasing/alerts.



SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: New 2016 Ford Expedition XL 4x4 U1G for the Kanawha County Sheriff's Office

LOCATION: Kanawha County Sheriff's Office
301 Virginia Street, East
Charleston, WV 25301

CONTACT: Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East
P.O. Box 3627
Charleston, WV 25336
E-Mail: jeriewhitehead@kanawha.us

Capt. Doug Beasley
Kanawha County Sheriff's Office
301 Virginia Street, East
Charleston, WV 25301
Telephone (304) 357-0200

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, February 16, 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 bids will not be accepted.*

SPECIFICATIONS: The following specifications are intended to describe a new 2016 Ford Expedition for the Kanawha County Sheriff's Office (KCSO) and the details contained in these specifications are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Sheriff's Office. All specifications are minimum requirements.

Request for Quotations Kanawha County Sheriff's Office

The Kanawha County Sheriff's Office is requesting a price quote for a new 2016 Ford Expedition XL 4x4 U1G. All quotes should reflect the following:

1. One new 2016 Ford Expedition XL 4x4 U1G
2. Gray or Silver Exterior Preferred (Other Colors will be Considered)
3. 4-Door SUV
4. Back Vinyl Seats and Rubber Flooring
5. Third Row Seating
6. SYNC Communication System
7. Backup Camera
8. Running Boards
9. Heavy Duty Tow Package

REQUIREMENTS:

Real Estate and Personal Property Taxes: "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 proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid."

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement and Internal Revenue Service Form W-9.

Once bids are unsealed, all bid documents become Public Record. The Kanawha County Commission reserves the right to reject any and/or all bids, in whole or in part, and to waive any informality in bidding.