

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

## Request for Quotations

Re: Seal & Stripe Three (3) Parking Lots for the Kanawha County Commission  
Date: October 14, 2016  
Fiscal Year: 2016-2017  
Bid Opening: Bids must be received on or before Tuesday, November 1, 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 FOR 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. The County 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	Seal and Stripe Three (3) Parking Lots for the Kanawha County Commission	\$ _____

Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**\*\*\*ATTENTION VENDORS\*\*\***

Have you registered for the Kanawha County Commission E-Mail Notification System for bid specifications?  
Register by visiting our website @ [www.kanawha.us](http://www.kanawha.us) and register by clicking on the "Email Alerts" icon.

# SPECIFICATIONS

## COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

**ITEM:** Seal & Stripe Three (3) Parking Lots for the Kanawha County Commission

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

**CONTACT:** Questions regarding bid submission:  
Jerie Whitehead  
Purchasing Director  
Kanawha County Commission  
407 Virginia St., East  
P.O. Box 3627  
Charleston, WV 25336  
[jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us)

To Schedule a Site Visit:  
Steve Neddo  
Director of Maintenance  
Kanawha County Commission  
407 Virginia Street, East  
Charleston, WV 25301  
Telephone: (304) 357-0122  
[steveneddo@kanawha.us](mailto:steveneddo@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, November 1, 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 submitted bids will not be accepted.*

### **SPECIFICATIONS:**

1. Seal and stripe three (3) parking lots totaling approximately 5200 sq. yds.
2. **Two coats** of refined coal tar sealer (Seal Master or equivalent) with sand are required. Contractors are responsible for obtaining their own measurements.
3. Contractor is responsible for clearing area of loose debris and vegetation
4. All cracks are to be filled with  $\frac{1}{4}$ " rubberized crack filler (Hot Pour or equivalent)
5. Apply striping and graphics as per the existing.
6. Current State of West Virginia Prevailing Wage Rates are required to be paid to those employed on this job.
7. Work is to begin on a Friday after 5:00 p.m. or on a Saturday and the lots are to be ready for employees to return at 8:00 a.m. on the next Monday. The buildings will be closed on Friday, November 11, 2016, in observance of Veterans' Day.
8. A Bid Bond in the amount of 5% of the total bid amount is to be submitted with the bid documents.

9. List a minimum of three (3) commercial references:
- A. Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  
  - B. Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  
  - C. Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**REQUIREMENTS:**

1. Successful bidder must provide a copy of a current State of West Virginia Contractor's License.
2. Worker's Compensation: Successful Bidder is to provide proof of a current Workers' Compensation Policy.
3. Successful bidder is required to submit proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Kanawha County Commission named as additional insured. The Certificate of Insurance shall contain a provision that coverage afforded will not be canceled without at least sixty (60) days prior written notice given to the Kanawha County Commission.
4. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, is required to be paid. Certified payroll records are to be submitted to the Kanawha County Commission.
5. Standards of Quality and Codes: All work, labor, materials and equipment specified, constructed and installed are to be of first class quality. To help insure this occurs, all work and equipment designed and specified shall conform to the latest applicable codes and standards:
  - A. Building Officials & Code Administrators (BOCA)
  - B. American Society of Testing Materials (ASTM)
  - C. American National Standards Institute (ANSI)
  - D. National Fire Protection Association (NFPA)
  - E. National Electric Code (NEC)
  - F. American Standard Safety Code for Elevators
7. All work must also have the approval of all West Virginia governmental authorities and agencies having jurisdiction over the project including, but not limited to, West Virginia Division of Labor, the West Virginia State Fire Marshall, City of Charleston Fire Prevention Bureau and the National Fire Protection Association.

8. Submit to the Kanawha County Commission copies of permits, licenses, certifications, inspection reports, releases, notices, receipt for fee payments, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of work.
9. **Safety & Job Site Requirements:** All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Kanawha County Commission. All work as described or required shall be executed in neat, skillful, workmanlike manner in accordance with best recognized trade practices.
10. Only competent workmen who satisfactorily perform their duties shall be employed on this project. Contractor shall discharge and shall not re-employ on this project, any person who is disorderly, dangerous, insubordinate, incompetent or otherwise objectionable or who uses alcohol or illicit drugs on the job site.

**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. For the Owner's Record, submit copies of permits, licenses, certifications, inspection reports, releases, notices, receipt for fee payments, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of work.
3. Vendor shall complete and submit, or have on file with the Commission, a Vendor Registration Form, No Debt Affidavit an W9.
4. **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.