

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Modular Office Systems Furniture for the Kanawha County
clerk's Accounting Department

Date: May 11, 2001

Fiscal Year: 2000-01

Bid Opening: Bids must be received on or before Wednesday,
May 30, 2001, at 11:45 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:

***THIS FORM MUST BE 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 bids will not be accepted.
2. Unsigned bids will not be accepted.
3. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
4. All bids should be in ink, showing all facts and the total amount of the bid.
5. 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.	Quantity	Description	Amount
1	1 Lot	Modular Office Systems Furniture for Accounting Department	\$

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

Total	Bid	Price	in	Numbers:
\$				
Total	Bid	Price	in	Words:
<hr/>				
<hr/>				
(Dollars)				

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Modular Office Systems Furniture for the
Kanawha County Clerk=s Accounting Department

LOCATION: Kanawha County Clerk=s Office
409 Virginia Street, East
Charleston, WV 25301

CONTACT:	Jerie Whitehead	Joan Baldwin
	Purchasing Director	Accounting Supervisor
First Floor	Kanawha County Commission	409 Virginia Street, East,
	407 Virginia St., East	Charleston, WV 25301
	P.O. Box 3627	Telephone (304) 357-0295
	Charleston, WV 25336	
	Telephone (304) 357-0115	

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 Wednesday, May 30, 2001, at 11:45 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 modular office systems furniture for the Kanawha County Clerk=s Accounting Department and the details contained in these specifications are not designed to exclude any manufacturer from bidding, but are offered as a means of describing the needs of the Kanawha County Clerk=s Office. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. Cubix by Bush Furniture modular office systems furniture (or equivalent) in natural cherry, as follows:
 1. Six corner desks
 2. Six corner hutches
 3. Eight 48" desks

4. Eight 48" hutches
5. Five 36" desks
6. Five 36" hutches
7. Six keyboard drawers
8. Six utility drawers
9. Two peninsulas
10. One corner connector
11. Six 2-drawer files
12. Seven 3-drawer files
13. Nineteen light packs

Specifications
Accounting Furniture
Page Two

TERMS & CONDITIONS:

Real Estate and Personal Property Taxes: A 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. @

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form. A registration form is being supplied for your convenience.

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informalities in bidding.