

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Remodel a Portion of the Kanawha County Sheriff's Office to
Accommodate a Booking Office

Date: May 11, 2001

Fiscal Year: 2000-01

Pre-Bid: **A mandatory Pre-Bid Conference will be held on
Tuesday, May 29, 2001, at 11:00 a.m.**

Conference: **in the Kanawha County Sheriff's Office, Law
Enforcement Division, 409 Virginia Street, East, Second
Floor, Charleston, West Virginia.**

Bid Opening: **Bids must be received on or before Tuesday, June
5, 2001, 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:

***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
1	1	Remodel a Portion of the Kanawha County Sheriff's Office to Accommc

		Booking Office
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Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Total Bid:

\$ _____

Telephone: _____

**SPECIFICATIONS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA**

ITEM: Remodel a Portion of the Kanawha County Sheriff's Office to Accommodate a Booking Office

LOCATION: Kanawha County Courthouse
409 Virginia Street, East, Second Floor
Charleston, WV 25301

CONTACT:	Jerie Whitehead Purchasing Director	Cpl. J. S. Bailes Kanawha County Sheriff=s
Department	Kanawha County Commission P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	409 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0175

PRE-BID CONFERENCE: A mandatory Pre-Bid Conference will be held on Tuesday, May 29, 2001, at 11:00 a.m. in the Kanawha County Sheriff's Office, 409 Virginia Street, East, Second Floor, Charleston, West Virginia 25301

BID OPENING: Bids must be received on or before Tuesday, June 5, 2001, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336)

REQUIREMENTS: 1. Remodel a portion of the Kanawha County Sheriff=s Department to accommodate a Booking Office per the attached drawing **(PLEASE CONTACT**

***PURCHASING AT 357-0115 FOR A COPY OF THE
DRAWING)***

2. A 5% bid bond is to be submitted with the bid.
3. A 100% Performance Bond is required by successful bidder.
4. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, are required to be paid by the Contractor and all Sub-Contractors. The Kanawha County Commission reserves the right to request any and all payroll records.
5. Proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Kanawha County Commission as named insured is to be submitted with the bid.
6. Worker=s Compensation and Unemployment Premiums: Successful bidder must provide satisfactory certification from the Commissioner of Employment Security as to current status of vendor=s Workers Compensation and Unemployment Security premiums..
7. Substantial Completion: Final payment of 5% of the contract will be withheld pending substantial completion of the job

Specifications
Booking Office
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8. 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)

All work must also have the approval of all WV governmental authorities and agencies having jurisdiction of the project:

1. WV State Fire Marshall
2. WV Department of Health
3. WV Department of Natural Resources

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.

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. 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 jobsite.

TERMS & CONDITIONS

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.”

Form Requirements: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form.

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