

# KANAWHA COUNTY COMMISSION

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

## Request for Bids

Re: Purchase and Installation of a Communication Recorder System for the Kanawha County Sheriff's Department

Date: May 11, 2001

Fiscal Year: 2000-01

**Bid Opening:** Bids must be received on or before Wednesday, May 30, 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	Amount
1	1 Lot	Purchase and Installation of a Communication Recorder System \$	
		for the Kanawha County Sheriff's Department	

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

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Total	Bid	Price	in	Numbers:
\$				
Total	Bid	Price	in	Words:

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(Dollars)

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## SPECIFICATIONS

### COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

**ITEM:** Communication Recorder System for the  
Kanawha County Sheriff's Department

**LOCATION:** Kanawha County Sheriff's Department  
409 Virginia Street, East, Second Floor  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead	Cpl. J. S. Bailes
	Purchasing Director	Kanawha County Sheriff's
Department		
	Kanawha County Commission	409 Virginia Street, East,
Second Floor		
	407 Virginia St., East	Charleston, WV 25301
	P.O. Box 3627	Telephone (304) 357-0175
	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 11:00 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 communication recorder system for the Kanawha County Sheriff's 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 Sheriff's Department. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. Please contact the Kanawha County Commission Purchasing Department at (304) 357-0115 for a faxed copy of the bid specification sheets.

***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.