

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Chairs for the Kanawha County Circuit Clerk's Jury Room

Date: January 23, 2001

Fiscal Year: 2000-01

Bid Opening: Bids must be received on or before Friday, February 9, 2001, at 11:30 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	100 Each	Chairs for the Circuit Clerk's Jury Room per the Attached Specifications	\$

Vendor Name: _____

Telephone: _____

Address: _____

Signature: _____

Date: _____

Total Bid in Numbers: \$ _____

Total Bid in Words: _____

_____ (Dollars)

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Chairs for the Kanawha County Circuit Clerk's Jury Room

LOCATION: Kanawha County Commission
409 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 Telephone (304) 357-0115	Rhonda Cavender Deputy Clerk Kanawha County Circuit Clerk's Office 111 Court Street Charleston, WV 25301 (304) 357-0440
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SPECIFICATIONS: The following specifications are intended to describe chairs 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 Circuit Clerk's Office. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

1. One hundred (100) Guest Chairs as follows:
 - A. Manufacturer: Sit on It (or equivalent)
 - B. Transit Series Sled Base with Loop Arms
 - C. Fabric: Grade 3
 - D. Dimensions: Minimum 25W x 23D x 35.5H
 - E. Lifetime Warranty
 - F. Delivery & Installation

TERMS & CONDITIONS:

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 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.

