

# KANAWHA COUNTY COMMISSION

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

## Request for Bids

Re: New 2001 Ford Explorer for the Kanawha County  
Emergency Services Department

Date: June 14, 2001

Fiscal Year: 2000-01

**Bid Opening:** Bids must be received on or before Monday, July 2, 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 Each   | New 2001 Ford Explorer per the Attached Specifications | Red Carpet Monthly Lease Payment \$ | Total Amount for Month Red Carpe \$ |

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

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

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

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

Bid Price in Words:

Red Carpet Monthly Lease Payment  
(Dollars)

Total Amount for 36-Month Red Carpet Lease

\_\_\_\_\_  
(Dollars)

## SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**ITEM:** New 2001 Ford Explorer for the Kanawha  
County Emergency Services Department

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

**CONTACT:**

|                           |                      |
|---------------------------|----------------------|
| Jerie Whitehead           | Bill White           |
| Purchasing Director       | Director             |
| Kanawha County Commission | Emergency Services   |
| 407 Virginia St., East    | P.O. Box 3627        |
| P.O. Box 3627             | Charleston, WV 25336 |
| Charleston, WV 25336      | (304) 357-0111       |
| 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 Monday, July 2, 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 new 2001 Ford Explorer for the Kanawha County Emergency Services Department and the details contained in these specifications are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Emergency Services Department. All specifications are minimum requirements.

1. New 2001 Ford Explorer as follows:
  1. 4- wheel drive
  2. Automatic transmission
  3. V-6
  4. Power steering, power brakes, power windows, automatic doorlocks
  5. Air Conditioning
  6. Exterior red, white or silver in color
  7. Immediate delivery
  8. **Red Carpet Lease, 36 months/75,000 miles**

**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.