

Wyer, Dennis

From: Whitehead, Jerie
Sent: Tuesday, November 13, 2001 2:14 PM
To: RFP Alert
Subject: Compact Printers

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Compact Printers for the Kanawha County Sheriff=s Department

Date: November 13, 2001

Fiscal Year: 2001-02

Pre-Bid: A **MANDATORY Pre-Bid Conference** will be held on Wednesday, November 28, 2001, at 10:45 a.m. in the Kanawha County Sheriff=s Department, 409 Virginia Street, East, 2nd Floor, Charleston, WV 25301.

Bid Opening: Bids must be received on or before Wednesday, December 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**

- 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.**
- Unsigned bids will not be accepted.**
- Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
- All bids should be in ink, showing all facts and the total amount of the bid.
- 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	25 Each	Compact Printers for the Kanawha County Sheriff=s Department	\$

Vendor Name: _____

Signature: _____

Address: _____

Date: _____
Telephone: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Compact Printers for the Kanawha County Sheriff=s Department

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	Lt. John Johnson Kanawha County Sheriff=s Department 409 Virginia street, East Charleston, WV 25301 Telephone (304) 357-0728
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SPECIFICATIONS: The following specifications are intended to describe compact printers for the Kanawha County Sheriff=s Office 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. Twenty-five (25) roll feed compact printers designed to fit into a vehicle armrest printer bracket.
2. Detail warranty and service availability in bid documents.

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.

Outgoing mail is certified Virus Free.

Checked by AVG anti-virus system (<http://www.grisoft.com>).

Version: 6.0.292 / Virus Database: 157 - Release Date: 10/26/2001