UPPER KANAWHA VALLEY ENTERPRISE COMMUNITY

PO BOX 309
CABIN CREEK, WEST VIRGINIA 25035
(304) 595-5991

Request for Quotations

Re: Pave & Seal Graveled Parking Lot for the Upper Kanawha Valley Enterprise Community

Date: May 28, 2013

Fiscal Year: 2012-2013

Bid Opening: **Bids must be received on or before Friday, June 7, 2013, 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:

***PLEASE USE THIS FORM FOR 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. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. 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.	Description	Bid Amount
1	Pave & Seal Graveled Parking Lot for the Upper Kanawha Valley Enterprise Community	$_____

Vendor Name: _____ Signature: _____
Address: _____ Date: _____
_____ Telephone: _____
WV Contractor's License # _____
E-Mail Address: _____

ATTENTION VENDORS
Have you registered for the Kanawha County Commission E-Mail Notification System for bid specifications?
Register by visiting our website @ ***www.kanawha.us*** ***and register by clicking on the "RFP Alerts" icon.***

SPECIFICATIONS

UPPER KANAWHA VALLEY ENTERPRISE COMMUNITY
CABIN CREEK, WEST VIRGINIA

ITEM: Pave & Seal Graveled Parking Lot for the Upper Kanawha Valley Enterprise Community

CONTACT:

Bid Submission Questions	All Other Questions
Jerie Whitehead	Damron Bradshaw
Purchasing Director	Director
Kanawha County Commission	UKVEC
407 Virginia St., East	PO Box 309
P.O. Box 3627	Cabin Creek, WV 25035
Charleston, WV 25336	Telephone: (304) 595-5991
Telephone (304) 357-0115	304-541-0753
jeriewhitehead@kanawha.us	DBBradshaw@aol.com

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 Friday, June 7, 2013, 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:

1. Pave & seal a graveled parking lot approximately 158.25' X 77.4' (decreases to 144.26' x 77.4') located at 200 Upper Kanawha Valley Way, Cabin Creek, WV 25035.

2. Contractors are responsible for obtaining their own measurements. Please contact Damron Bradshaw at 304-541-0753 to schedule a time to visit the site.

3. Funding for this project is being provided by the Governor's Community Partnership Grant Program. Therefore, the work must be completed and the final invoice received before 6/30/13.

4. Current State of West Virginia Prevailing Wage Rates are required to be paid to those employed on this job.

5. List a minimum of three (3) commercial references:
   A. Name: _____
      Contact Person: _____
      Telephone: _____

   B. Name: _____
      Contact Person: _____
      Telephone: _____

C. Name: _____
Contact Person: _____
Telephone: _____

REQUIREMENTS:

1. Successful bidder must provide a copy of a current State of West Virginia Contractor's License.

2. Successful bidder is required to submit proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Upper Kanawha Valley Enterprise Community (UKVEC) named as additional insured. The Certificate of Insurance shall contain a provision that coverage afforded will not be canceled without at least sixty (60) days prior written notice given to the UKVEC.

3. Successful bidder must provide proof of a current Workers' Compensation Policy.

4. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, are required to be paid. Certified payroll records are to be submitted with the invoice(s).

5. 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:

6. 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)
   F. American Standard Safety Code for Elevators

7. All work must also have the approval of all West Virginia governmental authorities and agencies having jurisdiction over the project including, but not limited to, the West Virginia Division of Labor, the West Virginia State Fire Marshall, and the National Fire Protection Association.

8. Submit to the UKVEC 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 UKVEC. All work as described or required shall be executed in neat, skillful, workmanlike manner in accordance with best recognized trade practices.

10. 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 job site.

TERMS & CONDITIONS:

1. 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.

2. 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.

3. Vendor shall complete and submit, or have on file with the Commission, a Vendor Registration Form.

4. Rejection of Bids: The Upper Kanawha Valley Enterprise Community reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bids are opened, all documents become public record.