KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

Request for Quotations

Re: Lawn Tractor for the Mountain State Little League

Date: April 23, 2013

Fiscal Year: 2012-2013

Bid Opening: **Bids must be received on or before Tuesday, May 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 AS 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 the bid documents.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid
4. The Kanawha County Commission 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	Total Bid Amount
1	Lawn Tractor for Mountain State Little League per the Attached Specifications	$

Vendor Name: _____

Address: _____

Telephone: _____

E-Mail: _____

Signature: _____ Date: _____

ATTENTION VENDORS

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications? Register by visiting our website @ http://rfp.kanawha.us

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY

CHARLESTON, WEST VIRGINIA

ITEM: New Lawn Tractor for Mountain State Little League

CONTACT: Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East
P.O. Box 3627
Charleston, WV 25336
Telephone (304) 357-0115

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SPECIFICATIONS: The following specifications are intended to describe a new lawn tractor for Mountain State Little League 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 Mountain State Little League. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

1. One (1) new LZDS902K605 Exmark Zero Turn Kubota Diesel D902 60" cut Series 5 Deck Lawn Tractor

2. Delivery is to be included in bid amount

3. 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.

4. Required Forms: Successful vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form, No Debt Affidavit and IRS Form W9.

5. Once bids are unsealed, all bid documents become public record. The Kanawha County Commission reserves the right to reject any and/or all bids, in part or in whole, and to waive any informality in bidding.