KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301
(304) 357-0117

Request for Quotations

Re: Twenty-one (21) Fujitsu Scanners for the Kanawha County Circuit Clerk's Office

Date: August 8, 2013

Fiscal Year: 2013-2014

Bid Opening: Bids must be received on or before Thursday, August 22, 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:

***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. 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.	Quantity	Description	Total Bid Amount
1	21	Twenty-One (21) Fujitsu Scanners per the Attached Specifications	$

Written Bid Amount: _____

_____ Dollars

Vendor Name: _____

Address: _____

_____

Telephone: _____

Date: _____

E-Mail Address: _____

Signature: _____

SPECIFICATIONS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Fujitsu Scanners for the Kanawha County Circuit Clerk's Office

LOCATION:
Kanawha County Circuit Clerk's Office
Kanawha County Judicial Building
111 Court Street
Charleston, WV 25301

CONTACT:

Questions Regarding Bid Submission:
Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East
P.O. Box 3627
Charleston, WV 25336
Telephone (304) 357-0115
jeriewhitehead@kanawha.us

Questions Regarding Bid Specifications:
Rhonda Cavender
Deputy Clerk
Kanawha County Circuit Clerk's Office
111 Court Street
Charleston, WV 25301
Telephone (304) 357-0439
Rhonda.Cavender@courtswv.gov

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 Thursday, August 22, 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. Twenty-one (21) Fujitsu Fi-6130Z DPX SHTFEDSCAN Scanners or equivalent
2. Include shipping and delivery charges
3. Provide warranty details with bid documents
4. Installation to be provided by others

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, No Debt Affidavit, and Internal Revenue Service Form W-9.

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.