KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Provide, Install & Certify an Approved Domestic Water Back Flow Device for the Kanawha County Commission

Date: February 12, 2013

Fiscal Year: 2012-2013

Bid Opening: **Bids must be received on or before Monday, February 25, 2013, at 11:15 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 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	Amount
1	1 Lot	Provide, Install & Certify an Approved Domestic Water Back Flow Device for the Kanawha County Commission	$_____

Vendor Name: _____ Signature: _____
Address: _____ Date: _____
_____ Telephone: _____
WV Contractor's License No.: _____
E-Mail Address: _____

ATTENTION VENDORS
Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications? Register by visiting our website at www.kanawha.us/purchasing/rfpalerts

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Provide. Install & Certify an Approved Domestic Water Back Flow Device for the Kanawha County Commission

LOCATION: Kanawha County Judicial Building
111 Court Street
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

Steve Neddo
Maintenance Supervisor
Kanawha County Commission
P.O. Box 3627
407 Virginia Street, East
Charleston, WV 25301
Telephone (304) 357-0122
(304) 539-3364

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, February 25, 2013, at 11:15 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 <u>not</u> be accepted.***

SPECIFICATIONS:

1. Provide, install & certify an approved domestic water back flow device and make the necessary piping changes at the Kanawha County Judicial Building located at 111 Court Street, Charleston, WV 25301.

2. Provide warranty terms with bid documents.

3. Labor is to be provided at the State of West Virginia 2013 Prevailing Wage Rates.

4. Contractor is responsible for visiting the site and familiarizing themselves with the project. Please contact Steve Neddo at 304-357-0122 or 304-539-3364 to schedule a site visit.

5. List a minimum of three (3) commercial references:

   A. Business Name: _____
   Contact Person: _____
   Telephone: _____

   B. Business Name: _____

Contact Person: _____
Telephone: _____

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

REQUIREMENTS:

1. Successful Bidder is to provide a copy of a current State of West Virginia Contractor's License.

2. Successful Bidder is to provide proof of a current Workers' Compensation Policy.

3. 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.

4. Successful bidder is required to submit proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Kanawha County Commission 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 Kanawha County Commission..

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:

   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

   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, West Virginia Division of Labor, the West Virginia State Fire Marshall, City of Charleston Fire Prevention Bureau and the National Fire Protection Association.

   For the Owner's Record, submit to the Kanawha County Commission Purchasing Department, P.O. Box 3627, Charleston, WV 25336, 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.

6. Safety & Job Site Requirements: All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Kanawha County Commission. All work as described or required shall be executed in neat, skillful, workmanlike manner in accordance with best recognized trade practices.

   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. Requirements: Success bidder shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a State of West Virginia "No Debt Affidavit".

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