KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Install Flooring at the Kanawha County Sheriff's Day Report Center for the Kanawha County Commission

Date: December 10, 2013

Fiscal Year: 2013-2014

Bid Opening: **Bids must be received on or before Thursday, December 19, 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 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	Install Flooring at the Kanawha County Sheriff's Day Report Center for the Kanawha County Commission	$_____
Total Number of Days to Complete the Project: _____ Days			

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: Install Flooring at the Kanawha County Sheriff's Day Report Center for the Kanawha County Commission

LOCATION: Kanawha County Sheriff's Day Report Center
900 Christopher 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 Thursday, December 19, 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 <u>not</u> be accepted.***

SPECIFICATIONS:

1. Install approximately 3200 sq. ft. of ¼" Lauan underlayment, approximately 2640 sq. ft. floating vinyl flooring and approximately 881 ln/ft cove baseboard provided by the Kanawha County Commission. Flooring is to be installed at the Kanawha County Sheriff's Day Report Center located at 900 Christopher Street, Charleston, WV 25301.

2. Provide warranty details with bid documents.

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

4. A 5% bid bond in the form of a cashier's check or bid bond is to be submitted with the bid document.

5. Liquidated damages in the amount of $100 per day will be assessed for each day the project exceeds the total number of days specified by the Contractor in the bid document.

6. Quote is to be based on work performed during normal business hours.

7. Contractor is responsible for measuring the designated areas. Please contact Steve Neddo at 304-357-0122 or 304-539-3364 to schedule a site visit

8. 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. A 5% bid bond in the form of a cashier's check or bid bond is to be submitted with the bid document.

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

3. Successful Bidder is to 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 invoices.

5. 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..

6. 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.

7. 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: Successful bidder shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form, a State of West Virginia "No Debt Affidavit" and a W-9 Form.

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.