KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Three-Year Vehicle Maintenance & Repair Contract (to be Renewed Annually) for the Kanawha County Sheriff's Office

Date: February 21, 2013

Fiscal Year: 2012-2013

Bid Opening: **Bids must be received on or before Thursday, March 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.
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
1	Three-Year Vehicle Maintenance & Repair Contract (to be Renewed Annually) for the Kanawha County Sheriff's Office per the Attached Specifications

Vendor Name: _____ Signature: _____
Address: _____ Date: _____
_____ Telephone: _____
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 @ www.kanawha.us/purchasing/alerts

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Three Year Vehicle Maintenance & Repair Contract, to be Renewed Annually, for the Kanawha County Sheriff's Office

LOCATION: Kanawha County Sheriff's Office
301 Virginia Street, East
Charleston, WV 25301

CONTACT:

Jerie Whitehead
Purchasing Director
Kanawha County Commission
P.O. Box 3627
Charleston, WV 25336
Telephone (304) 357-0115

Lt. F. D. Beasley
Supply/Logistics Officer
Kanawha County Sheriff's Office
301 Virginia Street, East
Charleston, WV 25301
Telephone (304) 357-4694

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, March 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: The following specifications are intended to describe the vehicle maintenance & repair needs for the Kanawha County Sheriff's Office, 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 Kanawha County Sheriff's Office. Where brand names may be used, the words or equal are assumed to follow. All specifications are minimum requirements.

Three-Year Vehicle Maintenance & Repair Contract, to be renewed annually:

1. Hourly rate for labor $_____
2. 4-Tire Rotation $_____
3. Oil Change (Up to 7 Quarts) $_____
4. Front End Alignment $_____
5. Percentage Markup on Parts _____%
6. Turn-Around Time for Vehicle Repairs _____

REQUIREMENTS:

The above items describe the general services required to maintain & repair a vehicle. It is the sole responsibility of the maintenance contractor to determine and to understand the full requirements of the vehicle systems.

The successful bidder must show evidence of experience to provide the above specified maintenance as well additional maintenance as is required to keep the Kanawha County Sheriff's Office vehicles in optimal operating condition. Successful bidder must have at its disposal the appropriate service manuals, repair parts and test equipment for all vehicles used by the Kanawha County Sheriff's Office.

The successful bidder must have a service facility located in the Charleston Metropolitan area, having been in business a minimum of 4 years.

The service facility must employ technicians with a minimum of four years field experience.

The Kanawha County Commission reserves the right to employ alternate vendors to perform needed services if the contractor fails to deliver the services in a timely manner.

The Kanawha County Commission reserves the right to cancel this agreement, without prejudice, with thirty days written notice or, with satisfactory performance, to annually extend the contract for two additional years at the rates quoted, upon Commission approval.

TERMS & CONDITIONS:

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.

Worker's Compensation Premiums: Successful bidder is required to provide to the Kanawha County Commission, certification as to the current status of successful vendor's Workers Compensation premiums. Successful Bidder is to provide to the Owner proof of insurance and is responsible for obtaining all necessary licenses and permits

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

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