

# KANAWHA COUNTY COMMISSION

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

## Request for Quotations

Re: New 2017 Ford Expedition XL 4X4 for the Kanawha County Sheriff's Office

Date: March 9, 2017

Fiscal Year: 2016-2017

**Bid Opening:** Bids must be received on or before Thursday, March 23, 2017, at 3:00 p.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 or electronically transmitted bids will **not** be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in Bid.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. Once bids are unsealed, all bid documents become Public Record.
5. 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	Bid Amount
1	One (1) New 2017 Ford Expedition XL 4x4 for the Kanawha County Sherriff's Office per the Attached Specifications	\$ _____
Written Bid Amount _____ Dollars		

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.kanawhacounty.com/purchasing/alerts](http://www.kanawhacounty.com/purchasing/alerts).

# SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**ITEM:** New 2017 Ford Expedition XL 4x4 for the Kanawha County Sheriff's Office

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

**CONTACT:**      Questions Regarding Bid Submission:      Questions Regarding Specifications:  
Jerie Whitehead      Capt. Doug Beasley  
Purchasing Director      Kanawha County Sheriff's Office  
Kanawha County Commission      301 Virginia Street, East  
407 Virginia St., East      Charleston, WV 25301  
P.O. Box 3627      Telephone (304) 357-4694  
Charleston, WV 25336      Email: [dougbeasley@kcsso.us](mailto:dougbeasley@kcsso.us)  
Email: [jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us)

**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 23, 2017, at 3:00 p.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 or electronically transmitted bids will not be accepted.**

**SPECIFICATIONS:** The following specifications are intended to describe a new 2017 Ford Expedition for the Kanawha County Sheriff's Office (KCSO) 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. All specifications are minimum requirements.

## Request for Quotations Kanawha County Sheriff's Office

### **Bid Specifications for Mental Hygiene Vehicle**

One (1) 2017 Ford Expedition XL 4X4  
Gray or Silver Exterior Color Preferred, other colors will be considered  
4-Door SUV  
Third Row Seating  
Vinyl rear seating (*Preferred*)  
Vinyl flooring (*Preferred*)  
SYNC Communications System  
Back up Camera  
Running Boards  
Heavy Duty Tow Package

Point of Contact: Capt. Doug Beasley  
Phone: 304-357-4694  
E-Mail: [dougbeasley@kcsso.us](mailto:dougbeasley@kcsso.us)

**REQUIREMENTS:**

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

**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 whole or in part, and to waive any informality in bidding.**