

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Three Year Contract (to be Renewed Annually) for the Preventative Maintenance & Repair of the Elevators & Wheelchair Lifts Owned by the Kanawha County Commission

Date: August 25, 2010

Bid Opening: Bids must be received on or before Wednesday, September 8, 2010, 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 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.	Quantity	Description	Amount		
			1 st Year	2 nd Year	3 rd Year
1	12 Months	Monthly Elevator & Wheelchair Lift Preventative Maintenance Inspections per the Attached Specifications	1 st Year \$	2 nd Year \$	3 rd Year \$
2	1 Each	Perform Annual Tests Pursuant to WV Code 21-3C & 42-21.5	1 st Year \$	2 nd Year \$	3 rd Year \$
3	1 Hour	Hourly Rate for Repairs Performed Outside of Preventative Maintenance Contract per State of WV Prevailing Wage Rates	1 st Year \$ Per Hour	2 nd Year \$ Per Hour	3 rd Year \$ Per Hour
4	1 Hour	Overtime Hourly Rate for Repairs Performed Outside of Preventative Maintenance Contract per State of WV Prevailing Wage Rates	1 st Year \$ Per Hour	2 nd Year \$ Per Hour	3 rd Year \$ Per Hour
5	1 Lot	Travel Expense Rates (if Applicable)	1 st Year \$ Per Hour	2 nd Year \$ Per Hour	3 rd Year \$ Per Hour
6	1 Lot	Additional Charges to Respond to a Service Call (All Fees Must be Disclosed in Bid)	1 st Year \$ Per Call	2 nd Year \$ Per Call	3 rd Year \$ Per Call
7	1 Lot	Percentage Markup for Supplies & Equipment Required for Repairs	_____%	_____%	_____%

Maximum Amount of Time to Respond to an Occupied Elevator Service Call: _____

Maximum Amount of Time to Respond to an Unoccupied Elevator Service Call: _____

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

WV Contractor's License #: _____

E-Mail Address: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three-Year Contract (to be Renewed Annually) for the Preventative Maintenance & Repair of the Elevators & Wheelchair Lifts Owned by the Kanawha County Commission

LOCATION: One (1) ThyssenKrupp Traction Passenger Elevator (Two Stops)
Kanawha County Courthouse
409 Virginia Street, East
Charleston, WV 25301

Four (4) Dover Traction Passenger Elevators (Seven Stops)
Kanawha County Judicial Annex Building
111 Court Street
Charleston, WV 25301

One (1) Schindler Hydraulic Passenger Elevator (Five Stops)
Kanawha County Commission Offices
407 Virginia Street, East
Charleston, WV 25301

Two (2) Montgomery KONE Hydraulic Passenger Elevators (Five Stops)
Kanawha County Parking Facility
111 Court Street
Charleston, WV 25301

One (1) Dover Hydraulic Freight Elevator (Three Stops)
Kanawha County Sheriff's Day Report Center
900 Christopher Street
Charleston, WV 25301

Two (2) Schindler Hydraulic Passenger Elevators (Four Stops and Two Stops)
W. Kent Carper Justice & Public Safety Complex, A & B Buildings
301 Virginia Street, East
Charleston, WV 25301

Two (2) ThyssenKrupp Access Vertical Platform (Wheelchair) Lifting Devices (Two Stops)
W. Kent Carper Justice & Public Safety Complex, A Building
301 Virginia Street, East
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

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 Wednesday, September 8, 2010, 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 not be accepted.**

SPECIFICATIONS: The following specifications are intended to describe an elevator & wheelchair lift preventative maintenance & repair contract for the Kanawha County Commission and the details contained in these specifications are not designed to exclude any manufacturer from bidding, but are offered as a means of describing the needs of the Kanawha County Commission. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

1. Following are the elevators covered by this preventative maintenance & repair contract:

A. One (1) ThyssenKrupp LMT/C Microprocessor Traction Elevator
Two (2) Landings
Kanawha County Courthouse
409 Virginia Street, East
Charleston, WV 25301

B. One (1) Schindler Hydraulic Passenger Elevator
Five (5) Landings
Kanawha County Courthouse
407 Virginia Street, East
Charleston, WV 25301

- C. Four (4) Dover Geared Passenger Elevators
Seven (7) Landings
Kanawha County Judicial Annex Building
111 Court Street
Charleston, WV 25301
- D. Two (2) Montgomery KONE Hydraulic Passenger Elevators
Five (5) Landings
Kanawha County Parking Facility
Corner Quarrier and Goshorn Streets
Charleston, WV 25301
- E. One (1) Dover Hydraulic Freight Elevator
Three (3) Landings
Kanawha County Sheriff's Day Report Center
900 Christopher Street
Charleston, WV 25301
- F. Two (2) Schindler Hydraulic Passenger Elevators
Four (4) Landings & Two (2) Landings
W. Kent Carper Justice & Public Safety Complex, A & B Buildings
301 Virginia Street, East
Charleston, WV 25301
- G. Two (2) ThyssenKrupp Access Vertical Platform (Wheelchair) Lifting Devices
Two (2) Landings
W. Kent Carper Justice & Public Safety Complex, A Building
301 Virginia Street, East
Charleston, WV 25301

- 2. Certified personnel directly employed and supervised by the successful bidder will perform regular preventative maintenance examinations of equipment to maintain proper operating conditions to include necessary examinations, adjustments and lubrication of all of the above referenced elevator equipment. Successful bidder will be required to furnish all lubricants of the proper type for each application.
- 3. Successful bidder will be required to replace any defective parts, at the time and material rates included in the bid documents, including, but not limited to, pumps, pump motors, operating valves, valve motors, motor windings, leveling valves, plunger packing, exposed piping, hydraulic fluid tanks, controllers, leveling devices, cams, all relays, magnet frames, resistors, condensers, transformers, contacts, leads, timing devices, resistance for operating and motor circuits, and operating circuit rectifiers. Automatic power door operator, auxiliary door closing devices, hoist way door interlocks, car door contacts, door protective devices, car frames, platforms, guide rails, guide shoes, gibs or rollers, and hoist way switches. Machine rotors, generators, and controller parts, worn gears, thrusts, bearings, brake magnet coil, brake motors, brake shoes, brushes, motor windings, commutators, rotating elements, contracts, coils, resistance for operating and motor circuits, magnet frames, and all other mechanical parts. Elevator signal light bulbs are to be replaced during monthly inspections and as needed during service calls.
- 4. Governor and Safety Test on traction elevators and Annual Relief Pressure Tests on hydraulic elevators per local and state codes are to be performed on each of the above listed elevators and witnessed by a WV Division of Labor approved Elevator Inspector Pursuant to WV Code 42-21.5 (contracted by the Kanawha County Commission). Vendor will be required to periodically examine all safety devices and perform safety tests in accordance with the requirements of the American Standard Safety Code for Elevators.
- 5. Vendor is required to furnish emergency call-back service during any hour of the day or night including weekends and holidays.
- 6. Successful bidder is required to submit a copy of a current West Virginia Contractor's License.
- 7. 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. Successful bidder is also required to provide certification as to the current status of vendor's Workers Compensation.
- 8. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, are required to be paid by the successful bidder. The Kanawha County Commission reserves the right to request any and all payroll records.
- 9. Either party may cancel the contract with 30-days written notice to the other party. The Kanawha County Commission will be responsible for balances due through the end of the 30-day written notice of cancellation.
- 10. 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.

- 11. Only NEIEP Certified and WVCET or Licensed Elevator Mechanics are to provide maintenance & repair service on the above listed equipment during the course of this contract.
- 12. 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 contract. 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.

- 13. All elevator service personnel must sign in at the Kanawha County Commission Purchasing Office upon arrival for monthly preventative maintenance inspections and all service tickets must be signed by a Kanawha County Commission Purchasing employee.

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 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 and a State of West Virginia "No Debt Affidavit".

Bid Documents: Once bids are unsealed, all bid documents become public record.

Rejection of Bids: 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, and to waive any informality in bidding.

VENDOR REGISTRATION & DISCLOSURE STATEMENT
KANAWHA COUNTY COMMISSION, P.O. BOX 3627, CHARLESTON, WEST VIRGINIA 25336

TELEPHONE (304) 357-0115 FAX (304) 357-4674

1. Name & Address of Individual, Company or Corporation: _____

2. ACCOUNTS RECEIVABLE ADDRESS: _____

3. FEIN (or SSN If Individual): _____

4. Vendor is Classified as: _____ Individual _____ Company _____ Partnership _____ Corporation _____ Proprietorship _____

5. ★ If the Vendor is an **individual**, indicate below "INDIVIDUAL" his name and residence address, if he has associates or partners sharing in his business, indicate "ASSOCIATE" or "PARTNER", their names and residence addresses.

★ If the Vendor is a **firm**, indicate below each "MEMBER", "PARTNER", or "ASSOCIATE" of the firm, their names and residence addresses.

★ If the Vendor is a **corporation**, indicate below the "PRESIDENT", "SECRETARY", "TREASURER", and "GENERAL MANAGER" of the corporation, their names and residence address, and the names and residences of any stockholders of the corporation owning or holding more than ten percent of the capital stock thereof. Attach another sheet if additional space is needed.

POSITION	NAME	ADDRESS (STREET & NUMBER), CITY & STATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Is the vendor acting as an agent for some other individual, firm or corporation? Yes _____ No _____ If yes, attach a statement of the principal authorizing such representation.

7. What is the vendor's net worth? _____

8. List one or more banking institutions to serve as references for the vendor: _____

9. List the State in which the Company was incorporated and the date of the incorporation: _____

10. List the general classification of the products and/or services offered by the Vendor: _____

11. Indicate the areas of Kanawha County that the Vendor can service or supply with the Vendor's product: _____

12. Has the vendor or those owning a controlling interest of the Vendor or those serving as managers or officers of the Vendor done business within the preceding ten years under a different name or a different form of business organization? Yes _____ No _____ If yes, list the names and form of business organization under which such business was conducted: _____

13. If those owning a controlling interest of the Vendor or those serving as the managers or officers of the Vendor own at least ten percent of the capital stock of another corporation, list the name and state of incorporation of such corporations: _____

14. The above named vendor practices equal employment opportunities and is in compliance with the Immigration Reform and Control Act.

STATE OF _____, COUNTY OF _____

I, _____, do solemnly swear the above disclosed information is true & complete. Given under my hand this _____ day of _____, 20____. (Signature & Title)

Subscribed and sworn to before me, a Notary Public in and for the aforesaid County and State, on this _____ day of _____, 20____, Notary Public

PLEASE LIST THE GOODS AND/OR SERVICES YOUR BUSINESS PROVIDES:

BUSINESS NAME:

CONTACT PERSON:

REMIT PAYMENT ADDRESS:

STREET ADDRESS:

TELEPHONE:

FAX:

E-MAIL/WEBSITE:

*****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

AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in aggregate.

Definitions:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company, or any other form of business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law, or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever, related to any vendor by blood, marriage, ownership, or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit, or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Exception:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause above apply; and all state licensing requirements are in compliance.

Vendor's Name: _____

Authorized Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/
Sole proprietor

☐ Corporation

☐ Partnership

☐ Other

☐ Exempt from backup
withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person

Date

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.