

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Printing of West Virginia Interoperable Radio Project Field Guides for the Kanawha County Commission

Date: January 4, 2011

Fiscal Year: 2010-2011

Bid Opening: Bids must be received on or before Tuesday, January 18, 2011, 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	Bid Amount
1	5,000	Printing of West Virginia Interoperable Radio Project Field Guides for the Kanawha County Commission	\$_____ Each
2	10,000	Printing of West Virginia Interoperable Radio Project Field Guides for the Kanawha County Commission	\$_____ Each
Total Bid Amount for 5,000 Field Guides \$_____			
Total Bid Amount for 10,000 Field Guides \$_____			

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

E-Mail Address: _____

Telephone: _____

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: Printing of West Virginia Interoperable Radio Project Field Guides for the Kanawha County Commission

LOCATION: Kanawha County Commission
409 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 jeriewhitehead@kanawha.us	Dave Erwin WV Interoperable Radio Project Metro Emergency Operations Center 200 Peyton Way Charleston, WV 25309 Telephone 304-746-7911 derwin@metro911.org
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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 Tuesday, January 18, 2011, 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.*

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. Form Requirements: 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".
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.

WVIRP FIELD GUIDE SPECIFICATIONS

The West Virginia Interoperable Radio Project desires to establish an open-end contract for the purchase of a Field guide for end user use. The contract shall be available for use by the WV Interoperable Radio Project and all other entities of state government, as well as counties and municipalities as this will assist in the State's Interoperable Radio Communications.

Response to this RFQ should be in the same format as this RFQ, and respondent should designate their compliance to each item by selecting "Yes" or "No" as applicable, and shall utilize the attached "Price Quotation Sheets" for listing their costs quoted for each item listed.

	Comply?	
	<u>Yes</u>	<u>No</u>
1. Field guide production requirements:		
1.1. Print must be a four color process, bleed, and two sided.	_____	_____
1.2. Must have die-cut tab indexes.	_____	_____
1.3. Must have plastic spiral binding, bound on top (flip style).	_____	_____
1.4. Paper must be Cornwall 8pts, C2S.	_____	_____
1.5. Size must be 3.75" x 5.5"	_____	_____
1.6. Editing services are required to format information.	_____	_____
1.7. Graphic artist services are required to include personalized images for WVIRP.	_____	_____
1.8. Warehousing services need to be available to handle excess inventory.	_____	_____
1.9. Finished product must be off-the-shelf item to meet replenishment requests.	_____	_____
1.10. Must provide an electronic file of the finished guide for final approval.	_____	_____
1.11. Must be laminated on both sides, Acrylic OPP+, 0.001", Gloss finish.	_____	_____
1.12. Please provide a quote for 5,000 and 10,000 field guides:		
5,000 field guides	\$	_____
10,000 field guides	\$	_____