

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Three-Year Contract (to be Renewed Annually) for Exterminating Services for the Kanawha County Courthouse, Judicial Building, Parking Facility, W. Kent Carper Justice & Public Safety Complex and the Day Report Center

Date: December 9, 2011

Fiscal Year: 2011-2012

Bid Opening: Bids must be received on or before Friday, December 23, 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 FOR 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.	Description	Bid Amount
1	Monthly Exterminating Services for the Kanawha County Courthouse, Judicial Building, Parking Facility, W. Kent Carper Justice & Public Safety Complex and the Day Report Center	\$_____ Per Month

Vendor Name: _____

Address: _____

State of West Virginia Pest Control License Number: _____

Signature: _____

Date: _____

Telephone: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three Year Contract (to be Renewed Annually) Exterminating Services for the Kanawha County Courthouse, Judicial Building, Parking Facility, W. Kent Carper Justice & Public Safety Complex and the Day Report Center

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

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 Friday, December 23, 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.*

SPECIFICATIONS:

1. Monthly exterminating services (hot spots) for the Kanawha County Courthouse (407/409 Virginia Street, East,), Judicial Building (111 Court Street), Parking Facility (corner of Quarrier and Goshorn Streets), W. Kent Carper Justice & Public Safety Complex (301 Virginia Street, East) and the Day Report Center (900 Christopher Street), Charleston, WV 25301.
2. Service calls outside the monthly service are to be responded to within 24 hours. Please itemize and attach to the bid sheet any additional charges (including travel, fuel, labor & materials) for service calls outside the monthly contract
3. Successful bidder is to provide a copy of its State of West Virginia Pest Control License prior to commencing work.
4. To schedule a time to perform a walk- through of the buildings, please contact Jerie Whitehead at 304-357-0115.

TERMS & CONDITIONS:

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."

Worker's Compensation: Successful bidder is to provide Certification Workers Compensation premiums are current.

Insurance, Licenses and Permits: Successful Bidder is to provide to the Owner proof of insurance and is responsible for obtaining all necessary licenses and permits.

Prevailing Wage Rates: State of West Virginia Prevailing Wage Rates are required, if applicable.

OSHA Regulations: All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Kanawha County Commission.

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form.

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