

Request for Quotations

Provide & Install Aluminum Fence at the Kanawha County Judicial Building

KANAWHA COUNTY COMMISSION CHARLESTON, WEST VIRGINIA

Re: Request for Quotations to Provide & Install an Eight Foot Aluminum Fence and Two (2) Gates at the Kanawha County Judicial Building

Date: August 26, 2011

Fiscal Year: 2011-2012

Mandatory: A Mandatory Pre-Bid Conference will be held on Wednesday, September 7, 2011, at 2:00 p.m. in the Kanawha County Commission Purchasing Department located in the Kanawha County Courthouse, 407 Virginia Street, East, Second Floor, Room 229, Charleston, WV 25301

Bid Opening: Bids must be received on or before Wednesday, September 14, 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 VENDORS:

***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 bids are due 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 bid.
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 Kanawha County Commission.

Item No.	Description	Bid Amount
1	Provide & Install 8' Aluminum Fence and Gates per the Attached Specifications	\$ _____
2	Alternate #1 – Two (2) Gate Motors and any Additional Equipment needed to Open and Close the Gates with Owner Provided Access Equipment	\$ _____

Vendor Name: _____ Signature: _____

Address: _____ Date: _____

Telephone: _____

E-Mail Address: _____

WV Contractor's License Number: _____

*****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.

SPECIFICATIONS

KANAWHA COUNTY COMMISSION CHARLESTON, WEST VIRGINIA

- ITEM:** Provide & Install an Eight Foot Aluminum Fence and Two (2) Gates at the Kanawha County Judicial Building
- LOCATION:** Kanawha County Judicial Building
111 Court Street
Charleston, WV 25301
- CONTACT:**
- | | |
|---------------------------|-------------------------------------|
| Jerie Whitehead | John D. Rutherford |
| Purchasing Director | Chief Deputy |
| Kanawha County Commission | Kanawha County Sheriff's Department |
| 407 Virginia St., East | 301 Virginia Street, East |
| P.O. Box 3627 | Charleston, WV 25301 |
| Charleston, WV 25336 | Telephone (304) 357-0200 |
| Telephone (304) 357-0115 | |
- MANDATORY: PRE-BID:** **A Mandatory Pre-Bid Conference will be held on Wednesday, September 7, 2011, at 2:00 p.m. in the Kanawha County Commission Purchasing Department located in the Kanawha County Courthouse, 407 Virginia Street, East, Second Floor, Room 229, Charleston, WV 25301**
- 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 14, 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:** The following specifications are intended to describe an eight foot aluminum fence and gates for the Kanawha County Commission 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 Commission. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.
1. Provide & install an eight foot aluminum fence and two (2) gates at the Kanawha County Judicial Building located at 111 Court Street, Charleston, WV 25301.
 2. Fence and gates are to be Jerith Aluminum Industrial Black (or equivalent).
 3. Alternate #1 – Provide pricing to include two (2) gate motors and any additional equipment needed to open and close the gates.
 4. Access equipment will be provided by the owner.
 5. Bids are to include a detailed list of the items to include the number of units, the size for each unit and a cost per unit. Bids should also include any required landscape modifications and/or the relocation of any existing property or equipment.

6. Labor to install the fence is to be included in the bid.
7. Anyone interested in submitting a bid must attend the mandatory pre-bid on September 7, 2011, at 2:00 p.m. in the Kanawha County Commission Purchasing Department.
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 Contractor and all Sub-Contractors. A copy of the certified payroll is to be submitted with the invoice for payment.
9. 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)

All work must also have the approval of all WV governmental authorities and agencies having jurisdiction over the project:

For the Owner's Record, submit 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.

10. Safety & Job Site Requirements: All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Pinch Volunteer Fire Department. All work as described or required shall be executed in a neat, skillful, workmanlike manner in accordance with the best recognized trade practices. Only competent workmen who satisfactorily perform their duties shall be employed on this project. 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.
11. 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."
12. **Successful bidder is required to submit the following prior to commencement of work:**
 - A. Provide a copy of a current West Virginia Contractor's License.
 - B. Provide proof of a minimum one million dollar per occurrence commercial, general liability insurance policy with the Kanawha

County Commission named as additional insured, and proof that Workers' Compensation coverage is current.

- C. References of previous commercial work from three Charleston area businesses are required.
- D. Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a No Debt Affidavit.

- 13. Rejection of Bids: The Kanawha County Commission reserves the right to accept or reject, in part or in whole, any and/or all bids submitted, whichever is in the best interest of the Kanawha County Commission, and to waive any informality in bidding.