

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: New 2010 or 2011 GMC Yukon for the Kanawha County Commission

Date: May 24, 2011

Fiscal Year: 2010-2011

Bid Opening: Bids must be received on or before Monday, June 6, 2011, 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. Once bids are unsealed, all bid documents become Public Record.
5. 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	New 2010 or 2011 GMC Yukon for the Kanawha County Commission per the Attached Specifications	\$_____

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

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 @ www.kanawhacounty.com/purchasing/alerts.

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: New 2010 or 2011 GMC Yukon for the Kanawha County Commission

LOCATION: Kanawha County Commission
407 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

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SPECIFICATIONS: The following specifications are intended to describe a new 2010 or 2011 GMC Yukon for the Kanawha County Commission and the details contained in these specifications are not intended to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Commission. All specifications are minimum requirements.

Specifications are to include but are not limited to the following:

1. New 2010 or 2011 GMC Yukon SLE 4WD
2. Black exterior
3. Delivery to Charleston, West Virginia.
4. Include details on warranty terms and conditions with your bid

REQUIREMENTS:

Real Estate and Personal Property Taxes: A 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.

Once bids are unsealed, all bid documents become Public Record. The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.