

KANAWHA COUNTY COMMISSION

**407 Virginia St. E.
Charleston, WV 25301
jeriewhitehead@kanawha.us**

Request for Quotations

Re: Request for Quotations to Provide & Install Sod for Two (2) Soccer Fields at the Shawnee Sports Complex for the Kanawha County Commission

Date: July 14, 2022

Fiscal Year: 2022-2023

Bid Opening: Bids must be received on or before Thursday, August 4, 2022, at 11:00 a.m. in the Kanawha County Commission Purchasing Department, 407 Virginia Street, East, 3rd Floor Room 229, Charleston, WV 25301 (PO 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 due date and time that bids are due on the outside of the envelope. Faxed or electronically transmitted bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in the bid.
3. All bids should be signed 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 Sheriff's Office.

Item No.	Description	Bid Amount
1	Provide & Install Sod for Two (2) Soccer Fields at the Shawnee Sports Complex	\$ _____

Written Bid Amount: _____ Dollars

Vendor Name: _____ Signature: _____

Address: _____ Date: _____

Telephone: _____

E-Mail: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Request for Quotations to Provide & Install Sod on Two (2) Soccer Fields at the Shawnee Sports Complex

LOCATION: Shawnee Sports Complex
1 Salango Way
Dunbar, WV 25064

CONTACT: Questions Regarding Bid Submission:
Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East
P.O. Box 3627
Charleston, WV 25336
jeriewhitehead@kanawha.us

Questions Regarding Specifications:
Samantha Carney
Shawnee Sports Complex
1 Salango Way
Dunbar, WV 25064
304-357-5146; 304-444-4165
samantha@shawneesports.com

BID DUE DATE: **Bids must be received on or before Thursday, August 4, 2022, at 11:00 a.m. in the Kanawha County Commission Purchasing Department, 407 Virginia Street, East, 3rd Floor Room 229, Charleston, WV 25301 (PO Box 3627, Charleston, WV 25336). Faxed or electronically submitted bids will not be accepted.**

- SPECIFICATIONS:**
1. Provide & install sod on two (2) soccer fields at the Shawnee Sports Complex approximately 60 x 110 yards each. Vendors are responsible for their own measurements.
 2. Kentucky Bluegrass Sod.
 3. Install sod to the area between the two fields for a smooth transition and promote good erosion control.
 4. Grade the topsoil on the fields to a recommended cross slope of 2% to provide adequate drainage.
 5. Hydroseed any disturbed areas surrounding the fields to allow for fall germination of turf grass.
 6. Fertilization and lime at planting time
 7. Warranty terms are to be included with the Bid documents.
 8. To schedule a site visit, please contact Samantha Carney at samantha@shawneesports.com, 304-357-5146 (direct line), 304-444-4165 (mobile).

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.

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form, Form W9 and a State of West Virginia No Debt Affidavit.

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

Price: Vendor shall not, without Buyer's written consent, bill at a higher price than stated in the bid document

Withdrawal of Bids: Any bidder may withdraw their Bid, either personally or by written request, at any time prior to the scheduled time for opening the Bids. No bidder may withdraw their Bid for a period of forty-five (45) days after the date set for opening thereof and all Bids shall be subject to acceptance by the Owner during this period.

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 Kanawha County Sheriff's Office, and to waive any informality in bidding.