

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Three Year Contract (to be Renewed Annually) for an Electrical Maintenance and Repair Contract for the Kanawha County Commission

Date: October 5, 2002

Fiscal Year: 2002-03

Bid Opening: Bids must be received on or before Friday, October 18, 2002, 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:

***THIS FORM MUST BE 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. Unsigned bids will not be accepted.
3. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
4. All bids should be in ink, showing all facts and the total amount of the bid.
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
1	Electrical Maintenance & Repair Contract for the Kanawha County Commission

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

Please Provide Bid Amount and Required Information on the Attached Bid Specification Sheets.

ATTENTION VENDORS

Have you registered for the Kanawha County Commission Automatic Vendor EMail Notification System for bid specifications?
Register by visiting our website @ www.kanawha.us/government/purchasing/alerts

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three Year Contract (to be Renewed Annually) for an Electrical Maintenance & Repair Contract 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	Darrell Savage Maintenance Supervisor Kanawha County Commission P.O. Box 3627 111 Court Street Charleston, WV 25301 Telephone (304) 357-0106
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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 Friday, October 18, 2002, 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. This contract is for services on an as-needed basis and includes the maintenance & repair of all existing electrical equipment and existing electrical, computer and telephone cabling. This contract also includes the installation and maintenance & repair of new electrical equipment and electrical, computer and telephone cabling. This contract excludes any electrical work required for construction/renovation projects when a general contractor is hired to perform the construction/renovations. This contract includes, but is not limited to, work in the Kanawha County Courthouse (listed on the National Register of Historic Places), Judicial Annex Building, Parking Facility, Dunbar Warehouse and all other properties owned by the Kanawha County Commission.

2. Hourly Rates (State of West Virginia Prevailing Wage Rates are required):

Licensed Master Electrician (minimum five years experience)
\$_____ per hour

Licensed Journeyman Electrician (minimum four years experience)
\$_____ per hour

Licensed Apprentice Electrician
\$_____ per hour

Painter Class IV
\$_____ per hour

3. Markup on Equipment	_____ %
Markup on Supplies	_____ %

4. List below the number of apprentices you currently employ, the number of years of experience each has and the ratio of master electricians/journeymen to apprentices for each job.

_____ Apprentices

Years Experience for Each

_____ Apprentices to _____ Master Electricians/Journeymen for each job

5. List a minimum of five (5) **Commercial** References:

1. Name: _____
Contact Person: _____
Telephone Number: _____

2. Name: _____
Contact Person: _____
Telephone Number: _____

3. Name: _____
Contact Person: _____
Telephone Number: _____

4. Name: _____
Contact Person: _____
Telephone Number: _____

5. Name: _____
Contact Person: _____
Telephone Number: _____

6. Response Time:

Emergency: _____

Non-Emergency: _____

7. Is service available after hours (evening, nights, weekends, holidays)?
Yes _____ No _____; if yes, state hourly rates for after hours: Master Electrician \$ _____; Journeyman \$ _____
8. List number of years experience company has installing and testing computer and telephone wiring: _____ years
9. List number of years experience company has certifying Category Five installations or above for computer networks: _____ years
10. List number of years experience company has installing and testing fiber

optics: _____ years

11. Would a minimum of one (1) Master Electrician be present on each job? Yes _____ No _____
12. Only licensed electricians are to provide labor under this contract with a minimum of five (5) years experience for master electricians and four (4) years experience for journeymen. A minimum of one (1) master electrician is required on each job.

13. A copy of a current State of West Virginia Electrical Contractor=s License must be submitted with Contractor=s bid.
14. All work must conform to all National Electrical Codes and all local codes.
15. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, are required to be paid. The Kanawha County Commission reserves the right to request any and all payroll records.
16. Successful bidder is to provide owner proof that all Workers Compensation and Unemployment premiums are current.
17. Proof of a one million dollar (\$1,000,000) per occurrence commercial, general liability insurance policy with the Kanawha County Commission named as additional insured is to be submitted prior to the award of the contract.
18. 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:
 1. Building Official & Code Administrators (BOCA)
 2. American Society of Testing materials (ASTM)
 3. American National Standards Institute (ANSI)
 4. National Fire Protection Association (NFPA)
 5. National Electric Code (NEC)
19. Safety & Job Site Requirements: All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Kanawha County Commission. 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 jobsite.

TERMS & CONDITIONS:

“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.”

Form Requirements: 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 and to waive any informalities in bidding.