

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Modifications to two (2) existing Microsoft Access 2000 databases
Date: February 21, 2002
Fiscal Year: 2002-03
Bid Opening: Bids must be received on or before Friday, March 15, 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.	Quantity	Description	Amount
1	1 Each	Modifications to two (2) existing Microsoft Access 2000 databases per specifications	\$

Vendor Name: _____
Address: _____
Telephone: _____

Signature: _____
Date: _____
Total Bid: \$ _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Modifications to two (2) existing Microsoft Access 2000 databases

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	Dennis Wyer System Administrator Kanawha County Commission Goshorn Street Charleston, WV 25301 Telephone (304) 357-9810
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SPECIFICATIONS:

Modifications must be made to 2 existing Microsoft Access 2000 databases to improve reports and user interface. A basic accounting system must also be added to work in conjunction with the databases. No work can be encrypted or hampered in any way and must be fully modifiable by employees.

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.

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form. A registration form is being supplied for your convenience.

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