

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Remodel a Portion of the Kanawha County Juvenile Probation Office

Date: August 23, 2002

Fiscal Year: 2002-03

Pre-Bid: A Mandatory Pre-Bid Conference will be held on Thursday, September 12, 2002, at 1:30 p.m. in the Juvenile Probation Office, located on the Second Floor of the Kanawha County Courthouse, 409 Virginia Street, East, Room 205, Charleston, WV 25301

Bid Opening: Bids must be received on or before Thursday, September 19, 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	Remodel a Portion of the Kanawha County Juvenile Probation Office per the Attached Specifications	\$
2	Number of Calendar days to Complete Project	_____ Days
3	Current WV Contractor's License Number:	_____

Vendor Name: _____
Address: _____

Signature: _____
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: Remodel a Portion of the Kanawha County Juvenile Probation Office

LOCATION: Kanawha County Commission
111 Court Street
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	Jim Kane Chief Probation Officer Kanawha County Juvenile Probation Dept. 409 Virginia Street, East, Third Floor Charleston, WV 25301 Telephone (304) 357-0520
-----------------	--	--

MANDATORY PRE-BID A Mandatory Pre-Bid Conference will be held on Thursday, September 12, 2002, at 1:30 p.m. in the Kanawha County Juvenile Probation Department, 409 Virginia Street, East, Second Floor, Room 205, 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 Thursday, September 19, 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: The following specifications are intended to describe remodeling of the Kanawha County Juvenile Probation Office 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 Juvenile Probation Office. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

1. General Requirements:
 - A. Provide supervision and labor to construct four (4) new partition walls, 8' high paneling to match the existing paneling with 4" resilient cove base and 1" x 6" capboard
 - B. Install three (3) new 1 ¾" solid-core doors with store lock set and closure; electric door strike with a push button release on one door
 - C. Installation of a new reception window and the relocation of the existing reception window
 - D. Removal of one existing door
 - E. Provide all equipment and materials to complete remodeling project
 - F. Remove all construction debris offsite to include providing a truck for hauling debris
 - G. The work area is to be cleaned each day to allow for normal business activities in the general vicinity of the construction area.
 - H. Work is to be done between the hours of 4:30 p.m. and 11:00 p.m. Monday through Friday
 - I. Indicate date of completion on bid documents
 - J. Labor is to be provided at prevailing wage rates

- K. Contractor is responsible for obtaining all applicable licenses, fees and inspections
- L. Work must meet or exceed all applicable Federal, State and Local codes and ordinances
- M. A 5% Bid Bond is to be submitted with bid documents

Bid Specifications
Juvenile Probation Remodel
Page Two

- 2. Documentation Requirements
 - A. Successful bidder is required to submit the following documentation prior to commencement of work:
 - 1. 100% Performance Bond
 - 2. 100% Payment Bond
 - 3. Certification that Workers Comp and Unemployment Premiums are current
 - 4. Copy of a current WV Contractor's License
 - 5. Proof of a current commercial, general liability insurance policy

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.