

# KANAWHA COUNTY COMMISSION

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

## Request for Bids

Re: New 2002 Ford Crown Victoria for the Kanawha County Commission

Date: February 14, 2002

Fiscal Year: 2001-02

**Bid Opening:** Bids must be received on or before Thursday, February 28, 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	Amo
1	New 2002 Ford Crown Victoria per the Attached Specifications	\$

Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

## SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**ITEM:** New 2002 Ford Crown Victoria for the Kanawha County Commission

**LOCATION:** Kanawha County Commission  
409 Virginia Street, East  
Charleston, WV 25301

**CONTACT:** Jerie Whitehead                      Allen Bleigh  
Purchasing Director                      Deputy County Manager  
Kanawha County Commission              Kanawha County  
Commission  
Third Floor                      407 Virginia St., East                      407 Virginia Street, East,  
   P.O. Box 3627                      Charleston, WV 25301  
   Charleston, WV 25336                      Telephone (304) 357-0101  
   Telephone (304) 357-0115

**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, February 28, 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 a new 2002 Ford Crown Victoria for the Kanawha County Commission 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 Commission. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. New 2002 Ford Crown Victoria as follows:
  1. 8 Cylinder, 4.6 Liter Engine
  2. Exterior White in Color
  3. Four-Door
  4. Automatic Transmission
  5. Power Steering
  6. Power Brakes/ABS
  7. Air Conditioning
  8. AM/FM w/ Cassette
  9. Power Windows & Locks
  10. Tinted Glass
  11. Tilt Wheel
  12. Cruise Control
  13. Floor Mats
  14. **Must be Available for Immediate Delivery**

**TERMS & CONDITIONS:**

**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. 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.