

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 Expedition XLT for the Kanawha County Home Confinement Office

Date: July 29, 2002

Fiscal Year: 2002-03

Bid Opening: Bids must be received on or before Tuesday, August 6, 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	Amount
1	New 2002 Ford Expedition per the Attached Specifications	\$

Vendor Name: _____
Address: _____

Signature: _____
Date: _____
Telephone: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: New 2002 Ford Expedition XLT for the Kanawha County Home Confinement Office

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

CONTACT:

Jerie Whitehead	Mark Edens
Purchasing Director	Supervisor
Kanawha County Commission	Kanawha County Home Confinement Office
407 Virginia St., East	407 Virginia Street, East
P.O. Box 3627	Charleston, WV 25301
Charleston, WV 25336	Telephone (304) 357-0532
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 Tuesday, August 6, 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 Expedition 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 Home Confinement. Where brand names may be used, the words *or equal* are assumed to follow. All specifications are minimum requirements.

1. New 2002 Ford Expedition XLT as follows:
 1. 5.4 Liter V-8 Engine
 2. 4-Wheel Drive
 3. Automatic Transmission
 4. Exterior White in Color
 5. Air Conditioning
 6. Third bench seat
 7. Cloth seats
 8. **Must be Available for Immediate Delivery** F.O.B. Kanawha County Courthouse

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.