

# 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 Explorer XLS for the Kanawha County Sheriff=s Department

Date: December 11, 2002

Fiscal Year: 2002-03

**Bid Opening:** Bids must be received on or before Monday, December 30, 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 Explorer per the Attached Specifications	\$

Bid Amount in Words: \_\_\_\_\_ Dollars

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

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**ITEM:** Request for Bids for a New 2002 Ford Explorer XLS for the Kanawha County Sheriff=s Department

**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

Sgt. J. S. Bailes  
Kanawha County Sheriff=s Department  
409 Virginia Street, East, Second Floor  
Charleston, WV 25301  
Telephone (304) 357-0200

**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 Monday December 30, 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 the purchase of a new 2002 Ford Explorer XLS for the Kanawha County Sheriff=s Department 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 *or equal* are assumed to follow. All specifications are minimum requirements.

New 2002 Ford Explorer XLS for the Kanawha County Sheriff=s Department as follows:

### **EXTERIOR:**

P235/70RX16 OWL A/S Tires  
16" full face steel wheels  
Color metallic F/R bumper  
Speed sensitive int. wipers  
Electric remote power mirrors  
Class II trailer tow package  
Lift gate with flip up glass  
Rear int. wiper/washer  
Rear window defrost  
Med platinum grille srnd  
Full size spare tire  
Black clear coat  
Front license plate bracket  
XLS Sport Group (66S)

**INTERIOR:**

Graphite cloth captain chairs  
Rear split folding bench  
Tachometer  
Manual air conditioning front rear  
Electric AM/FM radio and CD player  
12 V auxiliary power point  
Front dome/rear dome/map lamps  
Illuminated entry  
Day/night rearview mirror  
LH/RH visors with mirror  
Remote key entry with 2 key fobs  
Floor mats

**FUNCTIONAL:**

4.0L SOHC V6 flex fueling  
5 speed automatic O/D transmission  
22.6 gallon fuel tank  
4 wheel disc brakes with ABS  
Independent front and rear end suspension  
Maintenance free battery with saver  
3.55 ratio regular axle

**SAFETY/SECURITY:**

2<sup>nd</sup> Gen dual front airbags  
Side interior door beams  
Height adjust safety belts  
Securelock anti-theft  
Glass privacy

**WARRANTY:**

36/36 bumper to bumper  
24 hour roadside assistance

***TERMS & CONDITIONS:***

**Delivery, Testing & Evaluation:** Vehicles will be inspected, tested and evaluated to determine if they meet the requirements of this specification.

Vehicles will be delivered by the dealer to the Kanawha County Courthouse, 409 Virginia Street, East, Charleston, WV 25301. Vehicles will not be accepted until inspected and approved by the Purchaser. All repairs and corrections will be the responsibility of the dealer. Dealer will provide dealer's license, insurance (as required for dealer license) and reasonable management assistance for pre-delivery acceptance inspections. If the successful bidder's vehicle does not meet the requirements of this specification, it will be rejected.

***REQUIREMENTS:***

**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.

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