

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Request for Bids for a High Density Filing System for the Kanawha County Clerk=s Office

Date: July 29, 2002

Fiscal Year: 2002-03

Bid Opening: Bids must be received on or before Monday, August 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	Amount
1	High Density Filing System for the Kanawha County Clerk=s Office per the Attached Specifications	\$

Vendor Name: _____
Address: _____

Signature: _____
Date: _____
Telephone: _____

ATTENTION VENDORS

Have you registered for the Kanawha County Commission Automatic Vendor EMail 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: High Density Filing System for the Kanawha County Clerk ' s Will Vault

LOCATION: Kanawha County Clerk=s Office
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	David Dodd Deputy Clerk Kanawha County Clerk=s Office 409 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0130
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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, August 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 a new high density filing system for the Kanawha County Clerk=s 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 Clerk=s Office. Where brand names may be used, the words *or equal* are assumed to follow. All specifications are minimum requirements.

1. High density filing system for the Kanawha County Clerk=s will vault as follows:
Provide high density filing system for the Release Books which will create space for the high density filing of Redemptions, UCC's and Exonerations. Dead storage will be located on the walls above the new high density filing system.

Replace current redemption, UCC and Exoneration storage space with high density filing for Wills.

3. Installation
4. State warranty terms
5. Contact David Dodd at 357-0130 to schedule a time to view the existing facility
6. Successful bidder is to provide a 100% Performance Bond, proof that Workers Comp and Unemployment premiums are current, and proof of a one million dollar per occurrence commercial, general liability insurance

policy with the Kanawha County Commission named as additional insured.

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.