

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Two (2) New 2002 Jeep Grand Cherokees for the Kanawha County Sheriff=s Legal Process Division

Date: March 28, 2002

Fiscal Year: 2001-02

Bid Opening: Bids must be received on or before Tuesday, April 16, 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	Two (2) New 2002 Jeep Grand Cherokees per the Attached Specifications	\$

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Two (2) New 2002 Jeep Grand Cherokees for the Kanawha County Sheriff=s Legal Process Division

LOCATION: Kanawha County Sheriff=s Legal Process Division
409 Virginia Street, East
Charleston, WV 25301

CONTACT: Jerie Whitehead Purchasing Director
Kanawha County Commission
407 Virginia St., East
Second Floor
25301
K. T. Quinlan Chief Deputy
Legal Process Division
409 Virginia Street, East,
Charleston, WV
P.O. Box 3627
Charleston, WV 25336
Telephone (304) 357-0115
Telephone (304) 357-0216

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, April 16, 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 Jeep Grand Cherokee Laredo for the Kanawha County Sheriff=s Legal Process Division 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 Legal Process Division. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. Two (2) new 2002 Jeep Grand Cherokee Laredo
4x4's
V8 Engine
5-Speed Automatic Transmission
28F Package
Fog Lamps
Up Country Suspension Group
Trailer Tow Group IV
Exterior Dark Gray in Color; Interior Gray in color

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.