

# KANAWHA COUNTY COMMISSION

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

## Request for Bids

Re: Renovations to the Prosecuting Attorney's Office

Date: July 12, 2002

Fiscal Year: 2002-03

**Bid Opening:** Bids must be received on or before Wednesday, July 31, 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	
1	Renovations to the Prosecuting Attorney's Office per the Attached Specifications	\$
2	Number of Calendar days to Complete Project	_____ Days
3	Current WV Contractor's License Number:	_____

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

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

**SPECIFICATIONS  
COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA**

**ITEM:** Renovations to the Prosecuting Attorney's Office

**LOCATION:** Kanawha County Commission  
111 Court Street  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Dan Blue County Manager Kanawha County Commission 407 Virginia Street, East, Third Floor Charleston, WV 25301 Telephone (304) 357-0101
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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 Wednesday, July 31, 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 renovations to the Prosecuting Attorney'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 Commission. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

1. General Requirements:
  - A. Provide supervision and labor to install walls to divide one room into three offices
  - B. Provide all equipment and materials to complete renovation project
  - C. Remove all construction debris which is to include providing a truck for hauling debris offsite
  - D. The work area is to be cleaned each day to allow for normal business activities in the general vicinity of the construction area.
  - E. Work is to be done between the hours of 4:00 p.m. and 11:00 p.m. Monday through Friday
  - F. Provide a completion date with bid
  - G. Labor is to be provided at prevailing wage rates
  - H. Contractor is responsible for obtaining all applicable licenses, fees and inspections
  - I. Work must meet or exceed all applicable Federal, State and Local codes and ordinances
  - J. Submit a 5% Bid Bond with bid documents
  - K. To schedule a time to visit the area to be remodeled, please call 357-0115
2. Finish Carpentry:
  - A. Furnish and install wood doors and metal frames; new doors to be 38

- x 70 x 1 3/4" oak to match existing doors
  - B. Install owner's double doors and frame
- 3. Finish Hardware:
  - A. Hinges
  - B. Lockset sets
  - C. Door stops
  - D. All hardware to match existing
- 4. Drywall
  - A. All new partitions, 3 5/8" metal studs, 5/8" drywall
  - B. Finish ready for painting
  - C. Sound attenuating blanket wall insulation
  - D. The width of the new main hallway should match the width of the existing hallway
  - E. New dead-end corridor must be a minimum of 42"
- 5. Acoustic Ceilings
  - A. Patch ceiling at HVAC and electric modifications
- 6. Resilient Base
  - A. Match existing
- 7. Carpet
  - A. Existing to remain; protect during construction
- 8. Paint
  - A. Paint all walls one color
  - B. Prime plus two coats eggshell enamel
  - C. Doors and frames to match existing on floor
- 9. Plans Prepared by ZDS Design/Consulting Services for the Major Renovation Project Addressing the HVAC System, Sprinkler System, Electrical System and Smoke Evacuation System for the Third Floor
  - A. The contractor is to obtain the proper permits for review of the modifications to the HVAC system, sprinkler system, electrical system and smoke evacuation system per the engineering plans for the third floor prepared by ZDS Design/Consulting Services for the major renovation project.
- 10. HVAC System
  - A. Relocate at least one of the smoke evacuation system vents per ZDS Design/Consulting Services plans for the third floor.
  - B. Relocate existing slot diffusers as necessary
  - C. Install 2 x 2 perforated return air ceiling grilles as required
  - D. One return grille is required in each office
- 11. Sprinkler
  - A. Relocate existing heads as required to meet code
  - B. Provide new heads as required
  - C. New heads to match existing
- 12. Electric

- A. Existing lights to remain
  - B. Relocate two (2) lights in east office
  - C. Each office is to have one (1) light switch
  - D. Duplex 110v outlets per code
  - E. Voice data outlet with conduit to above ceiling
13. Documentation Requirements
- A. Successful bidder is required to submit the following documentation prior to the commencement of work:
    - 1. 100% Performance Bond
    - 2. 100% Payment Bond
    - 3. Certification that Workers Comp and Unemployment Premiums are current
    - 4. Copy of a current WV Contractor=s License

***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.