

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

Request for Quotations

Re: Two (2) New Chevrolet Traverse LT Package for the Kanawha County Sheriff's Office

Date: February 6, 2025

Fiscal Year: 2024-2025

Bid Opening: Bids must be received on or before Wednesday, March 5, 2025, 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:

***PLEASE USE THIS FORM AS 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 or electronically transmitted bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in Bid.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. Once bids are unsealed, all bid documents become Public Record.
5. The Kanawha County Commission 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	Total Bid Amount
1	Two (2) 2025 New Chevrolet Traverse LT Package for the Kanawha County Sheriff's Office per the Attached Specifications	\$ _____
Written Bid Amount _____		_____ Dollars

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

E-Mail Address: _____

ATTENTION VENDORS

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail 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: Two New 2025 Chevrolet Traverses LT Package for the Kanawha County Sheriff's Office

LOCATION: Kanawha County Sheriff's Office
301 Virginia Street, East
Charleston, WV 25301

CONTACT:	<u>Questions Regarding Bid Submission:</u>	<u>Questions Regarding Specifications:</u>
	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Email: jeriewhitehead@kanawha.us	Jason Snyder Kanawha County Sheriff's Office 301 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-4694 Email: jasonsnyder@kcsso.us

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SPECIFICATIONS: The following specifications are intended to describe **two (2)** new 2025 Chevrolet Traverses LT Package for the Kanawha County Sheriff's Office (KCSO) 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 Sheriff's Office. All specifications are minimum requirements.

Bid Specifications

1. Two (2) New 2025 Chevrolet Traverse
2. LT Package
3. Mosaic Black Metallic
4. Third Row Seating
5. Jet Black Premium Cloth Seats
6. 8 Speed Automatic Transmission
7. All Wheel Drive
8. 2.5L Turbo Engine

REQUIREMENTS:

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 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, No Debt Affidavit and Internal Revenue Service Form W-9.

Once bids are unsealed, all bid documents become Public Record. The Kanawha County Commission reserves the right to reject any and/or all bids, in whole or in part, and to waive any informality in bidding.