

# 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 | \$ _____         |

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

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

1000 2000 3000 4000 5000 6000 7000 8000 9000 10000

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\*\*\*ATTENTION VENDORS\*\*\*

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Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications? Register by visiting our website  
@ [www.kanawha county.com/purchasing/alerts](http://www.kanawha county.com/purchasing/alerts) .

# **SPECIFICATIONS**

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

|                     |   |   |
|---------------------|---|---|
| <b>ITEM:</b>        | Two New 2025 Chevrolet Traverses LT Package for the Kanawha County Sheriff's Office   |   |
| <b>LOCATION:</b>    | Kanawha County Sheriff's Office<br>301 Virginia Street, East<br>Charleston, WV 25301  |   |
| <b>CONTACT:</b>     | <u>Questions Regarding Bid Submission:</u><br>Jerie Whitehead<br>Purchasing Director<br>Kanawha County Commission<br>407 Virginia St., East<br>P.O. Box 3627<br>Charleston, WV 25336<br>Email: <a href="mailto:jeriewhitehead@kanawha.us">jeriewhitehead@kanawha.us</a>   | <u>Questions Regarding Specifications:</u><br>Jason Snyder<br>Kanawha County Sheriff's Office<br>301 Virginia Street, East<br>Charleston, WV 25301<br>Telephone (304) 357-4694<br>Email: <a href="mailto:jasonsnyder@kcsos.us">jasonsnyder@kcsos.us</a> |
| <b>BID OPENING:</b> | <b>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, March 5, 2025, 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 or electronically transmitted bids will <u>not</u> be accepted.</b> |   |

**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.**