

# KANAWHA COUNTY COMMISSION

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

## Request for Quotations

Re: Three Year Contract, to be Renewed Annually, to Provide, Install and Maintain Emergency Equipment and Provide & Install Vinyl Decals for the Kanawha County Sheriff's Office Vehicles

Date: December 1, 2025

Fiscal Year: 2025-2026

**Bid Due Date:** Bids must be received on or before Thursday, December 18, 2025 at 11:15 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) with the due date and time of the bid opening on the outside of the envelope. Faxed or electronically transmitted bids will not be accepted.

### INSTRUCTIONS TO BIDDERS:

#### **\*PLEASE USE THIS 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 the Specifications.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. 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.

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

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

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

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

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 @ <http://rfp.kanawha.us>

**REQUEST FOR QUOTATIONS  
COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA**

**ITEM:** Three Year Contract, to be Renewed Annually, to Provide, Install & Maintain Emergency Equipment and Provide & Install Vinyl Decals for the Kanawha County Sheriff's Office Vehicles

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

<b>CONTACT:</b>	Jerie Whitehead	Sgt. Jason Snyder
	Purchasing Director	Supply & Logistics Officer
	Kanawha County Commission	Kanawha County Sheriff's Office
	P.O. Box 3627	301 Virginia Street, East
	Charleston, WV 25336	Charleston, WV 25301
	Telephone (304) 357-0115	Telephone (304) 357-4694
	<a href="mailto:jeriewhitehead@kanawha.us">jeriewhitehead@kanawha.us</a>	<a href="mailto:jasonsnyder@kcsso.us">jasonsnyder@kcsso.us</a>

**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 Thursday, December 18, 2025, at 11:15 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 not be accepted.*

**SPECIFICATIONS:** The following specifications are intended to describe the purchase, installation and maintenance of emergency equipment and the purchase and installation of vinyl decals for the Kanawha County Sheriff's Department vehicles 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. Where brand names may be used, the words or equal are assumed to follow. All specifications are minimum requirements.

**ITEM:** Three Year Contract, to be Renewed Annually, to Provide, Install and Maintain Emergency Equipment and Provide & Install Vinyl Decals for the Kanawha County Sheriff's Office vehicles

The Kanawha County Sheriff's Office is requesting sealed bids for a three-year contract, to be renewed annually, to provide, install and maintain emergency equipment for the Sheriff's Office vehicles. Vendor must have a minimum of five (5) years' experience in this field. Vendor must also have a technician available at its repair facility during regular business hours for drive-in service. Vendor must also provide 24-hour call out after hours emergency repair service.

Successful vendor shall also be an AUTHORIZED SALES AND WARRANTY SERVICE PROVIDER for vehicle equipment quoted (Attach documentation and/or equipment contact information for verification). Vendor is required to keep sufficient product inventory for service and replacement of equipment associated with the Kanawha County Sheriff's Office.

Bids must include the price for the complete installation of vehicle equipment in a new police cruiser, the price for complete removal of emergency lighting, and equipment of a police cruiser, the individual prices of new and replacement equipment as well as installation costs.

As a separate item, the vendor is asked to include monthly maintenance for all installed vehicle equipment in all Kanawha County Sheriff's Office vehicles. The fleet consists of approximately 125 vehicles. Any substitutions in the equipment specified must be approved by the Kanawha County Sheriff's Office Fleet Administrator prior to the award of the contract.

The successful bidder must have a service facility located in the Charleston Metropolitan area and must be able to safely and securely store up to 150 surplus Department vehicles at any given time on-site. The storage site surface must either be paved and/or gravel/rock and approved by the Kanawha County Sheriff's Office.

Contractor must have a **Blueprint Certified Technician** on site during normal business hours.

Uniformity in the fleet is a major focal point of the Kanawha County Sheriff's Office when at all possible. Uniformity in the fleet presents a professional appearance, provides flexibility with the fleet vehicles and plays a crucial role in officer safety. The Kanawha County Sheriff's Office understands that not all Department Vehicles can be uniform due to the various job functions within the Department and various vehicles utilized by the Department.

The vehicle console and vehicle equipment is to be constructed and installed to the exact specifications provided by the Kanawha County Sheriff's Office. Any deviation from this must be approved by the Kanawha County Sheriff's Office Fleet Administrator.

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|--|----------|
| 1. Complete installation (labor only)          | \$ _____ |
| 2. Complete removal (labor only)               | \$ _____ |
| 3. Standard Labor Rate                         | \$ _____ |
| 4. Labor rate for after-hours/holiday call out | \$ _____ |
| 5. Monthly storage rate per vehicle            | \$ _____ |

Vinyl decal installation shall meet the following requirements:

- Engineer Reflective Grade Material, per the attached diagram
- Vinyl decals are to be removable within eight (8) years of installation without requiring grinding and repainting of the vehicle surface
- Vendor must provide the Brand name of the vinyl decals
- Bid price is per vehicle
- The Kanawha County Sheriff's Office reserves the right to modify the design at any time

Please bid on the equipment and services (per vehicle), which includes but is not limited to the following:

Item Description	Price
54" SoundOff nForce LED Lightbar with alley lights, 2 Module takedown lights, rear traffic advisor, and all mounting hardware	
SoundOff nForce Dual Color LED Interior Windshield Lightbar	
SoundOff nForce Single Color LED Interior Lightbar w/ traffic advisor	
SoundOff Intersector Under Mirror LED Light w/Mounting Hardware Model: ENT3B3B	
SoundOff nForce Dual Color LED Deck/Grille Mount Light Model: ENFDGS1BW	
SoundOff nForce Dual Color LED Deck/Grille Mount Light Model: ENFDGS1BB	
SoundOff mPower Dual / Model: EMPS1SLS3E	
SoundOff mPower Single / Model: EMPS1QMS1B	
SoundOff nForce Two-Light LED Windshield Lights / Model: ENFDWP1BB	
Setina "XL" Xtra Legroom Recessed Panel Prisoner Partition / coated Poly with Expanded metal / Model: PK1126ITU20TM	
Setina "TPO" Prisoner Transport Seating System w/ Center Pull Seatbelts Model: QK2121ITU20	
Setina Window Barriers for rear doors / Model: WK0514ITU20	
Setina Window Barriers for rear cargo area / Model: WK0040ITU20	
Siren Speaker / Model: ETSS100N	
HAVIS CONSOLE C-VS-1012-INUT <i>Armrest Swivel</i> <i>Dual Cup Holder</i> <i>3" Accessory Pocket</i> <i>11" Slideout Locking Swingarm with Motion Adapt</i> <i>Universal Cradle for Dell Computer</i> <i>Power Supply 12V</i>	
Setina Gun Racks- Single Rack / Model: GK0069M	

Setina Gun Racks- Dual Rack / Model: GK11191B1SHKSSCA	
Setina Ultimate K9/Prisoner Transport / Model: CK0471ITU20-10	
Provide and Install Removable Vinyl Lettering for Kanawha County Sheriff's Office Vehicles – Price per vehicle	
Brand Name of Vinyl Lettering	
Monthly maintenance (labor only) to maintain all installed vehicle equipment (Excluding two-way radio and mobile data terminal equipment) in approximately one hundred twenty-five (125) Kanawha County Sheriff's Office vehicles (the number of vehicles will vary depending on new car purchases and the disposal of old vehicles)	

Please list three (3) references of other public service entities that you provide some or all of the above services, please include the agency name, a point of contact at the agency and contact information:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**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 “No Debt Affidavit”, IRS Form W-9.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and all bids, in part or in whole, and to waive any informality in bidding. All bid documents become public record once bids are opened.