

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336

## Request for Quotations

Re: Provide and Install a Maximum of Six (6) HVAC Split Units Located in the Kanawha the County Courthouse

Date: February 12, 2026

**Bid Opening:** Bids must be received on or before Monday, March 16, 2026, 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)

**Mandatory Pre-Bid Conference:** A Mandatory Pre-Bid Conference will be held on Tuesday, March 3, 2026, at 10:00 A.M. in the Kanawha County Commission Meeting Room located in the Kanawha County Courthouse, 409 Virginia Street, East, First Floor, Charleston, WV 25301

### INSTRUCTIONS TO VENDORS:

**\*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 bids are due on the outside of the envelope. Faxed and electronically submitted 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. 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 Kanawha County Commission.

DESCRIPTION	Bid Amount
<b>Provide and Install a Maximum of Six (6) HVAC Split Units in the Kanawha County Courthouse per the Attached Specifications. Bid Amounts are as follows:</b>	
<b>Unit #3</b> 3-ton heat pump with electric heat located in the Receiving Department	\$ _____
<b>Unit #17</b> 3-ton heat pump located in the Sheriff's Tax Office	\$ _____
<b>Unit #29</b> 3-ton heat pump with electric heat located in the Kanawha County Clerk's Office	\$ _____
<b>Unit #34</b> 3-ton heat pump located in the Kanawha County Assessor's IT Office	\$ _____
<b>Unit #44</b> 3-ton heat pump located in the Kanawha County Assessor's Personal Property Office	\$ _____
<b>Unit #45</b> 2½-ton heat pump located in the Kanawha County Assessor's Real Estate Office	\$ _____

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

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

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

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

WV Contractor's License Number: \_\_\_\_\_

# SPECIFICATIONS

## COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

**ITEM:** Provide and Install a Maximum of Six (6) HVAC Split Units Located in the Kanawha the County Courthouse

**LOCATION:** Kanawha County Courthouse  
409 Virginia Street, East, Second Floor  
Charleston, WV 25301

**CONTACT:** Questions About Bid Submission: Questions About Bid Specifications:  
Jerie Whitehead Mike Moles  
Purchasing Director Maintenance Supervisor  
Kanawha County Commission Kanawha County Commission  
407 Virginia St., East P.O. Box 3627  
P.O. Box 3627 Charleston, WV 25336  
Charleston, WV 25336 Telephone (304) 533-7888  
[jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us) [mikemoles@kanawha.us](mailto:mikemoles@kanawha.us)

**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 Monday, March 16, 2026, 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 and electronically submitted bids will not be accepted.*

**Mandatory Pre-Bid Conference:** A Mandatory Pre-Bid Conference will be held on Tuesday, March 3, 2026, at 10:00 a.m. in the Kanawha County Commission Meeting Room located in the Kanawha County Courthouse, 409 Virginia Street, East, First Floor, Charleston, WV 25301

**SPECIFICATIONS:** The following specifications are intended to describe the purchase and installation of a maximum of six (6) HVAC split units located in the Kanawha County Courthouse 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. All specifications are minimum requirements.

1. Provide and install a maximum of six (6) HVAC split units located in the Kanawha the County Courthouse as follows:
  - A. **Unit #3** 3-ton heat pump with electric heat located in the Receiving Department
  - B. **Unit #17** 3-ton heat pump located in the Sheriff's Tax Office
  - C. **Unit #29** 3-ton heat pump with electric heat located in the Kanawha County Clerk's Office

- D. **Unit #34** 3-ton heat pump located in the Kanawha County Assessor's IT Office
  - E. **Unit #44** 3-ton heat pump located in the Kanawha County Assessor's Personal Property Office
  - F. **Unit #45** 2½-ton heat pump located in the Kanawha County Assessor's Real Estate Office
- 2. Old units will be recycled by the **Owner**.
  - 3. New T-stats are to be installed for each unit.
  - 4. Line sets are to be changed where needed.
  - 5. New disconnects are to be installed where needed.
  - 6. Provide warranty information with the bid documents.
  - 7. An HVAC Permit from the City of Charleston is required to be obtained by the Contractor. There is no fee for the permit.
  - 8. State lead time to obtain the equipment in the bid documents.
  - 9. Acceptable equipment manufacturers are Carrier, Carrier House Brands, York or Trane units.
  - 10. The Kanawha County Courthouse is listed on the National Register of Historic Places. Any aesthetic changes to the interior or exterior of the building must be approved **prior** to the commencement of the contract.
  - 11. **Davis Bacon Wage Rates**, as established by the most recent publication of those rates, are required to be paid by the Contractor and all Sub-Contractors. A copy of the Certified Payroll is to be submitted with the invoice for payment.
  - 12. Standards of Quality and Codes: All work, labor, materials and equipment specified, constructed and installed are to be of first class quality. To help insure this occurs, all work and equipment designed and specified shall conform to the latest applicable codes and standards:
    - A. Building Officials & Code Administrators (BOCA)
    - B. American Society of Testing Materials (ASTM)
    - C. American National Standards Institute (ANSI)
    - D. National Fire Protection Association (NFPA)
    - E. National Electric Code (NEC)

All work must also have the approval of all WV governmental authorities and agencies having jurisdiction over the project:

- A. WV State Fire Marshall
- B. WV Department of Health
- C. WV Department of Natural Resources

- D. For the Owner's Record, submit copies of permits, licenses, certifications, inspection reports, releases, notices, receipt for fee payments, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of work.
  - E. Safety & Job Site Requirements: All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Kanawha County Commission. All work as described or required shall be executed in neat, skillful, workmanlike manner in accordance with the best recognized trade practices. Only competent workmen who satisfactorily perform their duties shall be employed on this project. Contractor shall discharge and shall not re-employ on this project, any person who is disorderly, dangerous, insubordinate, incompetent or otherwise objectionable or who uses alcohol or illicit drugs on the job site.
13. 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."
14. **Successful bidder is required to submit the following prior to commencement of work:**
- A. Provide a copy of a current West Virginia Contractor's License.
  - B. Proof of a minimum one million dollar per occurrence commercial, general liability insurance policy with the Kanawha County Commission named as additional insured.
  - C. References of previous commercial work from three Charleston area businesses.
  - D. Worker's Compensation: Successful bidder must provide satisfactory certification from Workers' Compensation as to current status of vendor's Workers' Compensation coverage.
  - E. Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a No Debt Affidavit.
15. Rejection of Bids: The Kanawha County Commission reserves the right to accept or reject, in part or in whole, any and/or all bids submitted, whichever is in the best interest of the Kanawha County Commission, and to waive any informality in bidding.

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

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