

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Three-Year Contract (to be Renewed Annually) for Custodial Supplies for the Kanawha County Commission

Date: August 25, 2026

Bid Opening: Bids must be received on or before Tuesday, September 15, 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)

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 submitted bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
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

Item No.	Description
1	Three-Year Contract (to be Renewed Annually) for Custodial Supplies for the Kanawha County Commission per the Attached Specifications

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

Email 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.kanawha.us/purchasing/rfpalerts

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three Year Contract (to be Renewed Annually) for Custodial Supplies for the Kanawha County Commission

LOCATION: Kanawha County Commission
409 Virginia Street, East
Charleston, WV 25301

CONTACT:

<u>Questions Regarding Bid Submission:</u> Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 jeriewhitehead@kanawha.us	<u>Questions Regarding Bid Specs:</u> Jarl Taylor Buildings and Grounds Director Kanawha County Commission P.O. Box 3627 407 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0569 jarltaylor@kanawha.us
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SPECIFICATIONS:

- Quote on the following sample list of supplies:

<u>Unit of Measure</u>	<u>Item</u>	<u>Unit Price</u>
80/Case	2-Ply Embossed Bathroom Tissue (500 sheets)	\$_____/Case
16/Case	Multifold Paper Towels 4000/case (white)	\$_____/Case
6/Case	10" Roll Paper Towels (Automatic Dispenser) - white	\$_____/Case
6/Case	8" Roll Paper Towels (Automatic Dispenser) - white	\$_____/Case
1 Case	Can Liners (Small) 1 mil. 23 x 42	\$_____/Case
1 Case	Can Liners (Large) 1 mil or greater 38 x 58	\$_____/Case
12/Case	Acid Free Bowl Cleaner	\$_____/Case
12/Case	Foaming Disinfectant Cleaner	\$_____/Case
12/Case	Air Freshener Refills 7 oz. (Automatic Dispenser)	\$_____/Case
1 Dozen	Urinal Screens/Deodorant Blocks	\$_____/Dozen
10/Case	Toilet Seat Covers	\$_____/Case
12/Case	Glass Cleaner Liquid with Sprayer	\$_____/Case
12/Case	Glass Cleaner (Aerosol)	\$_____/Case
1 Gallon	Neutral Floor Disinfectant	\$_____/Gallon
1 Each	Lobby Dustpan	\$_____ Each

<u>Unit of Measure</u>	<u>Item</u>	<u>Unit Price</u>
1 Each	18" Dust Mop Head	\$ _____ Each
24/Case	Scouring Cleanser or Liquid Comet	\$ _____/Case
5/Case	Black Strip/Scrub Pads 20"	\$ _____/Case
5/Case	White Strip/Scrub Pads 20"	\$ _____/Case
5/Case	Red Strip/Scrub Pads 20"	\$ _____/Case
5/Case	Green Strip/Scrub Pads 20"	\$ _____/Case
6/Case	Urinal Floor Mats	\$ _____/Case
12/Case	Disinfectant Spray	\$ _____/Case
8/Case	Purell Hand Sanitizer Refill Packs	\$ _____/Case
1 Gallon	Floor Stripper	\$ _____/Gallon
1 Each	Toilet Seat Cover Holder	\$ _____ Each
1 Case	Foaming Hand Soap (Gojo Style) for Dispensers	\$ _____/Case
1 Each	Air Freshener Dispensers	\$ _____ Each
1 Gallon	Floor Wax	\$ _____/Gallon
1 Each	36" Dust Mop Heads	\$ _____ Each
1 Each	36" Dust Mop Frame	\$ _____ Each
1 Each	48" Dust Mop Heads	\$ _____ Each
1 Each	48" Dust Mop Frames	\$ _____ Each
6/Case	Disinfectant Wipes	\$ _____/Case
GRAND TOTAL		\$ _____

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 and a State of West Virginia "No Debt Affidavit".

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bid documents are unsealed, all documents become public record.