

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Provide & Install a New 10kW Standby Generator at the Bee-2 Radio Communications Tower Site for the Kanawha County Commission Office of Emergency Services

Date: October 6, 2026

Fiscal Year: 2026-2027

Bid Opening: Bids must be received on or before Friday, November 6, 2026, 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)

Mandatory Pre-Bid: A Mandatory Pre-Bid Conference will be held on Tuesday, October 20, 2026, at 9:00 a.m. in the Kanawha County Commission Courtroom located at 409 Virginia Street, East, First Floor, Charleston, WV 25301. Kanawha County Commission Office of Emergency Services personnel will accompany those in attendance to the five locations to inspect the existing electrical service at each facility and to answer all questions.

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 the bid documents.
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	Bid Amount
1	Provide & Install a New 10kW Standby Generator at the Bee-2 Radio Communications Tower Site for the Kanawha County Commission Office of Emergency Services per the Attached Specifications	\$ _____

Vendor Name: _____

Address: _____

Telephone: _____

E-Mail: _____

Signature: _____ Date: _____

West Virginia Contractor's License # _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Provide & Install a New 10kW Standby Generator at the Bee-2 Radio Communications Tower Site for the Kanawha County Commission Office of Emergency Services

LOCATION: 1500 Bee Mountain Road
Hernshaw, WV 25107

CONTACT: Jerie Whitehead Dave Armstrong
Purchasing Director Kanawha County Commission
Kanawha County Commission Office of Emergency Services
407 Virginia St., East 407 Virginia Street, East
P.O. Box 3627 Charleston, WV 25301
Charleston, WV 25336 Telephone (304) (304)357-0966
jeriewhitehead@kanawha.us davidarmstrong@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 Friday, November 6, 2026, 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 submitted bids will not be accepted.*

**MANDATORY
PRE-BID:** A Mandatory Pre-Bid Conference will be held on Tuesday, October 20, 2026, at 9:00 a.m. in the Kanawha County Commission Courtroom located at 409 Virginia Street, East, First Floor, Charleston, WV 25301. Kanawha County Commission Office of Emergency Services personnel will accompany those in attendance to the tower site and to answer all questions.

SPECIFICATIONS:

The following specifications are intended to describe providing and installing a Provide & Install a 10kW Generac Generator at the Bee-2 Radio Communications Tower Site for the Kanawha County Commission Office of Emergency Services. 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 Office of Emergency Services. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

GENERATOR REPLACEMENT SPECIFICATION

KCOEM – BEE-2 RADIO COMMUNICATIONS SITE

Project Location:
1500 Bee Mountain Rd.
Hernshaw, WV 25107

Owner:

Kanawha County Office of Emergency Management (KCOEM)

Project:

Replacement of Existing Emergency Standby Generator

1. PROJECT OVERVIEW

The Kanawha County Office of Emergency Management (KCOEM) operates the Bee-2 communications site located at 1500 Bee Mountain Rd., Hernshaw, West Virginia. The site is a remote mountain-top radio communications facility and relies upon standby emergency power to maintain operation of critical communications equipment during utility power interruptions.

Because this is a remote communications site, reliability, serviceability, and rapid response in the event of generator failure are critical considerations of this project.

The work shall consist of the complete removal of the existing generator and installation, startup, testing, and commissioning of a new 10 kW standby generator utilizing the existing generator fuel piping, electrical wiring, and associated infrastructure.

2. SCOPE OF WORK

The contractor shall furnish all labor, equipment, materials, supervision, transportation, and incidental services necessary to complete the generator replacement.

The work shall include, but shall not necessarily be limited to, the following:

2.1 Existing Generator Removal

1. Safely shut down and isolate the existing generator.
2. Disconnect the existing generator from the electrical system and fuel supply.
3. Remove the existing generator from the site.
4. Load, transport, and properly dispose of or otherwise handle the removed generator in accordance with applicable laws and regulations.
5. Protect all existing equipment, wiring, piping, communications equipment, and site infrastructure during removal.
6. Clean and prepare the existing generator location for installation of the replacement unit.

2.2 New Generator

Furnish and install one new:

10 kW standby generator

The generator shall be new standby generator.

The generator shall include all standard factory equipment and controls necessary for automatic standby operation.

2.3 Existing Infrastructure

The installation is intended to utilize the existing generator fuel piping and electrical wiring.

3. ELECTRICAL WORK

The contractor shall perform all electrical work associated with the generator replacement.

Work shall include, as applicable:

- Generator electrical connections;
- Control wiring;
- Existing generator connection points;
- Grounding and bonding connections;
- Battery connections;
- Remote monitoring or alarm connections where existing.
- Verification of proper phase, voltage, and frequency.
- Testing of the generator's automatic start and transfer functions.

Existing wiring shall be utilized.

All electrical work shall be performed by properly licensed, and qualified personnel and shall comply with applicable electrical codes.

4. FUEL SYSTEM

The existing fuel piping shall be reused for the new generator.

The fuel system shall be leak tested as required prior to placing the generator into service.

5. GENERATOR STARTUP AND COMMISSIONING

Upon completion of installation, the contractor shall perform a complete factory-authorized startup and commissioning procedure.

Startup shall include, at a minimum:

1. Inspection of the completed installation.
2. Verification of fuel system connections.
3. Verification of electrical connections.
4. Verification of battery and starting system.
5. Verification of engine oil level.
6. Initial generator startup.
7. Verification of operating voltage.
8. Verification of operating frequency.
9. Verification of proper engine operation.
10. Verification of automatic start functionality.
11. Testing of the automatic transfer system.
12. Testing under building load.
13. Verification that the generator returns to standby operation following a simulated utility restoration.
14. Verification of generator alarms and shutdown functions.
15. Recording of startup and commissioning information.

The generator shall not be considered operationally complete until the contractor has verified proper automatic standby operation.

Any deficiencies identified during testing shall be corrected by the contractor prior to completion.

6. CONTRACTOR QUALIFICATIONS

Due to the critical nature and remote location of the Bee-2 communications site, the contractor performing this work shall meet the following minimum qualifications.

The contractor shall:

6.1 Electrical Contractor

Be a properly licensed, insured and qualified electrical contractor capable of performing the complete scope of the project.

6.2 Generator Dealer

Be an authorized **Generator dealer** with personnel qualified to install, start, commission, service, and troubleshoot standby generators.

6.3 In-House Workforce

All work associated with the generator replacement shall be performed in-house by the contracting company.

Subcontracting of the installation, electrical work, generator startup, commissioning, or service work shall not be permitted without prior written authorization from KCOEM.

The intent of this requirement is to establish a single source of responsibility for the generator replacement so that KCOEM is not required to coordinate between separate generator, electrical, fuel-system, or commissioning contractors. The contractor awarded the project shall be capable of furnishing and completing the entire scope with its own qualified personnel.

6.4 24/7/365 Emergency Service

The contractor shall provide 24 hours per day, 7 days per week, 365 days per year emergency service and support for the installed generator.

Because Bee-2 is a remote communications site, the contractor must have the ability to respond to generator failures outside of normal business hours.

6.5 Parts Inventory

The contractor shall maintain a substantial inventory of generator service parts sufficient to support emergency repairs and minimize generator downtime.

The contractor shall maintain commonly required generator service and repair parts in inventory rather than relying exclusively upon special-order parts.

The purpose of this requirement is to reduce extended outages caused by waiting for commonly required replacement parts.

7. SERVICE AND SUPPORT

The generator contractor shall be capable of providing ongoing service and maintenance for the installed generator following completion of the project.

The contractor's service organization shall provide:

- 24/7/365 emergency response;
- Factory-trained or factory-authorized generator technicians;
- Generator specific diagnostic capability;
- In-house repair capability;
- Access to commonly required replacement parts;
- Preventive maintenance services; and
- Emergency repair services.

The contractor shall be capable of supporting the generator for the expected service life of the equipment.

8. REMOTE SITE CONSIDERATIONS

The Bee-2 facility is a remote mountain-top communications site. The installation shall therefore be completed with particular consideration given to reliability and service accessibility.

The contractor shall ensure that:

- The generator is securely installed;
- All connections are protected from weather and environmental exposure;
- Wiring and piping are properly supported and protected;
- Generator controls are accessible for service;
- Service clearances are maintained;
- The installation does not interfere with existing communications equipment;
- The generator can be safely accessed by service personnel; and
- The completed installation is suitable for unattended automatic operation.

9. DOCUMENTATION

Upon completion, the contractor shall provide KCOEM with documentation including, as applicable:

- Generator model and serial number;
- Installation documentation;
- Startup and commissioning documentation;
- Test results;
- Generator operating parameters;
- Warranty information;
- Manufacturer's operation and maintenance manuals;
- Service contact information;
- Emergency service contact information; and
- Documentation of any modifications made to existing infrastructure.

10. REQUIREMENTS:

1. A copy of a current State of West Virginia Contractor's License must be submitted by successful bidder.
2. All work must conform to all National Electrical Codes and all local codes.
3. **Davis Bacon Wage Rates**, as established by the most recent publication of those rates, are required to be paid. Payment of overtime, workers compensation and any other required coverage are the exclusive responsibility of the Contractor as required by Local, State and/or Federal Laws or Regulations. Payroll records are to be submitted with each invoice.
4. Successful bidder is to provide owner proof that all Workers Compensation premiums are current.
5. Proof of a one million dollar (\$1,000,000) per occurrence commercial, general liability insurance policy with the Kanawha County Commission named as additional insured is to be submitted prior to the award of the contract.
6. Standards of Quality and Codes: All work, labor, materials and equipment specified to be 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:
 1. Building Official & Code Administrators (BOCA)
 2. American Society of Testing materials (ASTM)
 3. American National Standards Institute (ANSI)
 4. National Fire Protection Association (NFPA)
 5. National Electric Code (NEC)

All work must conform to all rules and regulations of all governmental authorities and agencies having jurisdiction over the project, including, but not limited to:

1. Federal Occupational Safety & Health Administration Regulations (OSHA)
2. WV Department of Environmental Protection
3. WV Bureau of Public Health
4. WV State Fire Marshall
5. WV Department of Natural Resources
6. WV Department of Labor

For the Owners Record, submit copies of permits, licenses, certifications, inspection reports, releases, notices, receipts for fee payments, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of work.

7. 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 a 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 jobsite.

8. **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 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.
9. **Required Forms:** Successful bidder shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a No Debt Affidavit.
10. **Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.