

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Provide & Install an 11-18kW Diesel Standby Generator at the Cedar Grove 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 11:00 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: 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 and 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 an 11-18kW Diesel Standby Generator at the Cedar Grove 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 an 11-18kW Diesel Standby Generator at the Cedar Grove Tower Site for the Kanawha County Commission Office of Emergency Services
- LOCATION:** 200 Fannin Pte.
Cedar Grove, WV 25309
- 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 11:00 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:** 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 Cedar Grove 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 INSTALLATION BID SPECIFICATION

Project Information

Customer: KCEM

Project Location: 200 Fannin Pte., Cedar Grove, WV 25309

1. SCOPE OF WORK

Contractor shall provide all labor, materials, equipment, permits, startup, testing, inspections, and incidentals required for a complete turnkey generator installation for the above referenced project.

The project shall include removal and replacement work necessary to provide a complete operational standby power system in accordance with all applicable codes and standards.

All work shall be performed by a single qualified contractor. No subcontracting shall be permitted.

2. FEEDER INSTALLATION

Contractor shall furnish and install feeder conductors from the existing service equipment to the automatic transfer switch.

Feeder installation shall include:

- Metallic Sealtight conduit.
- Copper conductors sized appropriately for a 100A feeder.
- Full-sized neutral conductor.
- Equipment grounding conductor sized per NEC requirements.
- Proper connectors, fittings, supports, and bonding bushings.
- Contractor will also install new grounding system consisting of two new ground rods and associated wiring as required by NEC

All feeder conductors shall be copper.

3. AUTOMATIC TRANSFER SWITCH

Contractor shall furnish and install:

- One (1) 100A, 120/240VAC, single-phase, automatic transfer switch.
- ATS shall be installed inside the building.
- ATS shall re-feed the existing electrical panel.
- Contractor shall separate neutrals and grounds in downstream equipment as required by NEC.

Transfer switch shall include:

- Automatic utility failure sensing.
- Automatic generator start controls.
- Time delay functions.
- Mechanical and electrical interlocks.
- Utility return and cool-down cycle operation.
- Surge Protection (Factory Installed)

ATS shall be UL listed and suitable for the intended application.

4. GENERATOR SYSTEM

Contractor shall furnish and install:

- One (1) 11-18kW diesel standby generator.
- Generator output: 120/240VAC, single-phase.
- Generator shall include sub-base fuel tank with minimum 50-gallon capacity with secondary containment.
- Generator shall be installed inside the existing generator room.
- Generator shall be securely bolted and anchored to the floor.

Generator installation shall include:

- Complete vibration isolation as required.
- Manufacturer-recommended clearances.
- Fuel connections.
- Battery system.
- Exhaust system connections as required.
- All required startup consumables.

Contractor shall fill fuel tank to 90% capacity at project completion.

5. FUEL TANK VENTING

Contractor shall furnish and install diesel fuel tank vent piping.

Vent piping requirements:

- Vent lines shall be threaded black iron pipe.
- Vent piping shall be routed to allow tank venting outside the generator room.
- Installation shall comply with applicable NFPA requirements.
- Contractor shall provide proper supports, terminations, and weather protection.

6. GENERATOR POWER AND CONTROL WIRING

Contractor shall furnish and install all generator feeders and control wiring between the generator and automatic transfer switch.

Installation requirements:

- Conduit shall be EMT.
- Flexible metallic conduit shall be utilized at generator termination.
- Wiring shall be copper.
- Conductors shall be sized per NEC requirements and manufacturer recommendations.

7. AUXILIARY POWER CIRCUITS

Contractor shall furnish and install:

- Two (2) dedicated 120V, 20A circuits to the generator.

Circuits shall serve:

1. Engine block heater.
2. Battery charger.

Circuits shall include all required breakers, wiring, conduit, and terminations.

8. TESTING, STARTUP, AND COMMISSIONING

Contractor shall provide complete startup, testing, and commissioning services.

Services shall include:

- Manufacturer startup procedures.
- Verification of all wiring terminations.
- Voltage and phasing verification.
- Operational testing of ATS functions.
- Generator operational testing.
- Alarm verification.
- Battery charging system verification.
- Building load testing.
- Simulated utility outage testing.
- Final operational demonstration.

Contractor shall leave the system fully operational upon completion.

9. CODES, STANDARDS, AND INSPECTIONS

All work shall comply with the latest adopted editions of all applicable federal, state, and local codes and standards including, but not limited to:

- 2022 National Electrical Code (NEC)
- NFPA 70
- NFPA 110 – Standard for Emergency and Standby Power Systems
- NFPA 37 – Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines
- NFPA 30 – Flammable and Combustible Liquids Code
- Applicable utility requirements
- Manufacturer installation requirements
- All applicable state and local codes

Contractor shall obtain and coordinate all required inspections.

10. INSTALLATION REQUIREMENTS

Contractor shall:

- Provide all labor, materials, equipment, permits, and incidentals necessary for a complete installation.
- Maintain a clean and safe worksite.
- Repair any damage caused during construction.
- Coordinate outages with the owner.
- Remove all construction debris from the site.
- Install all equipment in a neat and workmanlike manner.
- Label all disconnects, breakers, and equipment.
- Torque electrical terminations per manufacturer specifications.

11. CONTRACTOR REQUIREMENTS

Contractor shall:

- Be properly licensed to perform the work.
- Utilize qualified personnel experienced in generator installations.
- Perform all work in accordance with manufacturer requirements.
- Provide complete turnkey installation.
- Coordinate all startup and commissioning activities.
- Provide all documentation, manuals, and warranty information to the owner upon completion.

12. WARRANTY

Contractor shall provide a minimum one (1) year workmanship warranty from the date of substantial completion.

Equipment warranties shall be provided in accordance with manufacturer standard warranty terms.

13. COMPLETION

Project shall be considered complete only after:

- All equipment is fully operational.
- Startup and testing are complete.
- Required inspections are complete.
- Site cleanup is complete.
- Owner demonstration has been performed.
- All documentation and warranty information has been provided.

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.