

KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY

601 Brooks Street
Charleston, WV 25301

Request for Quotations

Re: Provide and Install Three (3) New Commercial HVAC Rooftop Gas Pack Units for the Kanawha County Emergency Ambulance Authority

Date: October 15, 2026

Bid Opening: Bids must be received on or before Wednesday, November 18, 2026, at 1:00 pm EST at the Kanawha County Emergency Ambulance Authority Administrative Building located at 601 Brooks Street, 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 Emergency Ambulance Authority 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 Emergency Ambulance Authority.

DESCRIPTION	Bid Amount
Provide and Install Three (3) New Commercial HVAC Rooftop Gas Pack Units for the Kanawha County Emergency Ambulance Authority (KCEAA) per the Attached Specifications.	
RTU located at KCEAA Administrative Offices, 601 Brooks Street, Charleston, WV 25301	\$ _____
RTU located at KCEAA East Bank Station, 201 Walnut Street, East Bank, WV 25067	\$ _____
RTU located at KCEAA Clendenin Station, 107 Koontz Avenue, Clendenin, WV 25045	\$ _____
TOTAL BID AMOUNT	\$ _____

Lead Time for Equipment: _____ weeks

Vendor Name: _____ Signature: _____

Address: _____ Date: _____

_____ Telephone: _____

E-Mail Address: _____

WV Contractor's License Number: _____

SPECIFICATIONS

KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY CHARLESTON, WEST VIRGINIA

- ITEM:** Provide and Install Three (3) New Commercial HVAC Rooftop Gas Pack Units for the Kanawha County Emergency Ambulance Authority
- LOCATIONS:** Kanawha County Emergency Ambulance Authority:
Administration Building, 601 Brooks Street, Charleston, WV 25301
East Bank Station, 201 Walnut Street, East Bank, WV 25067
Clendenin Station, 107 Koontz Avenue, Clendenin, WV 25045
- CONTACT:** Questions About Bid Submission: Questions About Bid Specifications:
Jerie Whitehead Jason Wilson
Purchasing Director Kanawha County Emergency
Kanawha County Commission Ambulance Authority
407 Virginia St., East 601 Brooks Street
P.O. Box 3627 Charleston, WV 25301
Charleston, WV 25336 Telephone (304) 550-5159
jeriewhitehead@kanawha.us jasonwilson@kceaa.org
- 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 Wednesday, November 18, 2026, at 1:00 pm EST at the Kanawha County Emergency Ambulance Authority Administration Building, 601 Brooks Street, Charleston, West Virginia 25301 *Faxed and electronically submitted bids will not be accepted.*
- SPECIFICATIONS:** The following specifications are intended to describe the purchase and installation of three (3) new commercial HVAC rooftop gas pack units for the Kanawha County Emergency Ambulance Authority 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 Emergency Ambulance Authority. All specifications are minimum requirements.
1. Provide and install three (3) new commercial HVAC rooftop gas pack units for the Kanawha County Emergency Ambulance Authority as follows:
 - A. KCEAA Administrative Offices, 601 Brooks Street, Charleston, WV 25301
 - B. East Bank Station, 201 Walnut Street, East Bank, WV 25067
 - C. Clendenin Station, 107 Koontz Avenue, Clendenin, WV 25045
 2. To schedule a time to visit the sites, please contact Jason Wilson, Kanawha County Emergency Ambulance Authority at jasonwilson@kceaa.org or 304-550-5159.
 3. Contractor is responsible for the proper disposal of the old units.

4. New T-stats are to be installed for each unit.
5. New disconnects are to be installed where needed.
6. Curb adapters are to be installed where needed
7. Acceptable equipment manufacturers are Carrier, Carrier House Brands, York or Rheem units.
8. **It is the responsibility of the contractor to determine the size of the replacement unit.**
9. **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.
10. Provide warranty information.
11. An HVAC Permit is required to be obtained by the Contractor (if applicable).
12. 5% Bid Bond – A satisfactory Bid Bond, executed by the bidder and acceptable sureties or a Certified Check, made payable to the Kanawha County Emergency Ambulance Authority, in an amount equal to five percent (5%) of the bid amount must be submitted with each bid.
13. State lead time to obtain the equipment in the bid documents.
14. 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 Emergency Ambulance Authority. 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.

15. 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 KCEAA 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."
16. **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 Emergency Ambulance Authority 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 as to current status of vendor's Workers' Compensation coverage.
 - E. Vendor must submit, or have on file, a completed IRS Form W9 and a State of WV No Debt Affidavit.
17. Rejection of Bids: The Kanawha County Emergency Ambulance Authority 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 Emergency Ambulance Authority, and to waive any informality in bidding.