

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: New GMC 3/4 Ton Extended Cab Pickup Truck (Pickup Box Deleted) Equipped with a New Fiberglass Animal Transport Unit

Date: March 11, 2010

Fiscal Year: 2009-2010

Bid Opening: Bids must be received on or before Thursday, March 18, 2010, 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 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. Once bids are unsealed, all bid documents become public record.
5. All Bids will remain subject to acceptance for 90 days after the day of the Bid opening, but the County may, in its sole discretion, release any Bid and return the Bid security, if applicable, prior to that date. Bids shall remain in full force and effect during said period.
6. Bids may be modified or withdrawn by an appropriate document executed, in the manner that a Bid must be executed, and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.
7. The County 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 #	Description	Bid Amount
1	New 3/4 Ton Extended Cab Pickup Truck (Pickup Box Deleted) Equipped with a Fiberglass Animal Transport Unit per the Attached Specifications	\$

Written Bid Amount : _____ Dollars

Estimated Delivery Date: _____

Vendor Name: _____
Address: _____

Signature: _____
Date: _____
Telephone: _____

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.kanawhacounty.com/purchasing/alerts.

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: New 3/4 Ton Extended Cab Pickup Truck (Pickup Box Deleted) Equipped with a Fiberglass Animal Transport Unit Currently Used by the Kanawha County Humane Officer

LOCATION: Kanawha/Charleston Humane Association
1248 Greenbrier Street
Charleston, WV 25311

CONTACT:

Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115 jeriewhitehead@kanawha.us	Donna Clark Kanawha/Charleston Humane Association 1248 Greenbrier Street Charleston, WV 25311 Telephone (304) 342-1576
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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 Thursday, March 18, 2010, 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 bids will not be accepted.***

SPECIFICATIONS: The following specifications are intended to describe a new 3/4 Ton extended cab pickup truck (pickup box deleted) equipped with a fiberglass animal transport unit 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 Humane Officer. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

1. New 3/4 Ton Extended Cab Pickup Truck (Pickup Box Deleted) as Follows:
 - A. Single fuel tank located forward of the rear axle
 - B. **Pickup box deleted**
 - C. 56" cab to axle dimension
 - D. White in color
 - E. 4-wheel drive
 - F. Front and rear stabilizer bars
 - G. Vinyl seats and vinyl floor covering
 - H. Automatic transmission
 - I. Power brakes
 - J. Power steering
 - K. Air conditioning
 - L. Tinted glass
 - M. AM/FM radio
 - N. Black sidewall all-terrain tires
 - O. Limited slip rear axle
2. Successful bidder is responsible for equipping the vehicle with a Swab Wagon Company Model ARF-95 fiberglass animal transport unit (or equivalent) with full-body air conditioning and blind spot mirror
3. Vehicle is to be completely assembled and delivered to the Kanawha/Charleston Humane Association, located at 1248 Greenbrier Street, Charleston, WV 25311

REQUIREMENTS:

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, No Debt Affidavit and Internal Revenue Service Form W-9.

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.