

# TOWN OF BELLE

1100 E. Dupont Avenue  
Belle, West Virginia 25015  
(304) 949-3841

## Request for Quotations

Re: Request for Quotations for New Wall Acoustical Panels & Fasteners for the Town of Belle

Date: October 10, 2012

Bid Opening: Bids must be received on or before Wednesday, October 24, 2012, at 11:00 a.m. in the Kanawha County Commission Purchasing Office located at 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. The Town of Belle reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Town of Belle.

Item No.	Description	Bid Amount
1	Provide New Wall Acoustical Panels & Fasteners for the Town of Belle per the Attached Specifications	\$ _____

Vendor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# SPECIFICATIONS

TOWN OF BELLE  
BELLE, WEST VIRGINIA

**ITEM:** Request for Quotations to Provide New Wall Acoustical Panels & Fasteners for the Town of Belle

**LOCATION:** Town of Belle  
1100 E. Dupont Avenue  
Belle, WV 25015

<b>CONTACT:</b>	Jerie Whitehead	Dewana McAfee
	Purchasing Director	Clerk, Town of Belle
	Kanawha County Commission	1100 E. Dupont Avenue
	407 Virginia St., East	Belle, WV 25015
	P.O. Box 3627	Telephone (304) 949-3841
	Charleston, WV 25336	<u><a href="mailto:belletownclerk@suddenlinkmail.com">belletownclerk@suddenlinkmail.com</a></u>
	Telephone (304) 357-0115	
	<u><a href="mailto:jeriewhitehead@kanawha.us">jeriewhitehead@kanawha.us</a></u>	

**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, October 24, 2012, 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 new wall acoustical panels & fasteners for the Town of Belle and the details contained in these specifications are not designed to exclude any manufacturer from bidding, but are offered as a means of describing the needs of the Town of Belle. **Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.**

1. Provide approximately two hundred ninety-eight (298) 1" x 2' x 8' new wall acoustical panels and approximately three thousand (3,000) 3.25" fasteners for the multi-purpose room for the Town of Belle.
2. The room reverberation is to be reduced to a maximum of 1.5 seconds or lower.
3. To schedule a time to visit the site, please contact Dewana McAfee at 304-925-3841.
4. Installation will be provided by the Town of Belle.
5. Rejection of Bids: The Town of Belle reserves the right to reject any and/or all bids and to waive any informality in bidding.