

# TOWN OF BELLE

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

## Request for Quotations

Re: Request for Quotations for a Custom Sign for the Town of Belle

Date: April 12, 2011

**Bid Opening:** Bids must be received on or before Thursday, April 26, 2012, at 11:45 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 & Install a Custom Sign 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 for a Custom Sign for the Town of Belle

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

**CONTACT:**

Jerie Whitehead	Kim Holmes
Purchasing Director	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	
Telephone (304) 357-0115	

**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, April 26, 2012, at 11:45 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 custom sign 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 & install one (1) 4'x6' (total cabinet size) custom sign for the Town of Belle.
2. The top portion of the sign is to be fixed with the wording “Town of Belle” and artwork as approved by the Town of Belle.
3. The bottom (electronic) portion is to be a minimum of 24x80. Background is to be red with black lettering. The character size for one row is to be a minimum of 18.9”, two rows is to be a minimum of 7.9” and three rows is to be a minimum of 5.5”.
4. All mounting hardware, programming equipment/software, and training are to be included in the bid amount.

## **REQUIREMENTS:**

1. Successful Bidder is to provide proof of a current Workers' Compensation Policy.
2. 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.
3. Rejection of Bids: The Town of Belle reserves the right to reject any and/or all bids and to waive any informality in bidding.