

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Three-Year Contract for Interior Construction/Remodeling Services for the Kanawha County Commission

Date: February 28, 2012

Fiscal Year: 2011-2012

Bid Opening: Bids must be received on or before Tuesday, March 13, 2012, 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. 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 No.	Quantity	Description
1	1 Lot	Three-Year Contract for Interior Construction/Remodeling Services for the Kanawha County Courthouse, Kanawha County Judicial Building, Kanawha County Parking Facility, Kanawha County Sheriff's Day Report Center and W. Kent Carper Justice & Public Safety Complex

Vendor Name: _____
Address: _____
WV Contractor's License No.: _____
E-Mail 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 at www.kanawha.us/purchasing/rfpalerts

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three-Year Contract for Interior Construction/Remodeling Services

LOCATION: Kanawha County Commission
409 Virginia Street, East
Charleston, WV 25301

CONTACT:	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Steve Neddo Maintenance Supervisor Kanawha County Commission P.O. Box 3627 407 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0103
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SPECIFICATIONS:

1. Three-year contract (to be renewed annually) to provide, on an as-needed basis, labor and materials for various interior construction/remodeling projects located, in the Kanawha County Courthouse (listed on the National Register of Historic Places), the Kanawha County Judicial Building, the Kanawha County Parking Facility, the Kanawha County Sheriff's Day Report Center, located at 900 Christopher Street, and the W. Kent Carper Justice & Public Safety Complex located at 301 Virginia Street, East, Charleston. This contract excludes any painting services and any separately bid projects where a general contractor is hired to perform construction/renovations.
2. Work to be performed is to include, but is not limited to, providing, installing and finishing drywall, providing, installing and finishing interior doors, and providing, installing and finishing subflooring.
3. Hourly Rate (State of West Virginia 2012 Prevailing Wage Rates are required):

Carpenter Journeyman
\$_____ per hour

Carpenter Apprentice
\$_____ per hour

Drywall Finisher
\$_____ per hour

4. Percentage Markup on supplies & materials:
_____ % Supplies
_____ % Materials
5. List a minimum of three (3) commercial references:
- A. Business Name: _____
Contact Person: _____
Telephone: _____
- B. Business Name: _____
Contact Person: _____
Telephone: _____
- C. Business Name: _____
Contact Person: _____
Telephone: _____

REQUIREMENTS:

1. Only licensed carpenters and drywall finishers are to be utilized on all jobs.
2. Successful Bidder is to provide a copy of a current State of West Virginia Contractor's License.
3. Successful Bidder is to provide proof of a current Workers' Compensation Policy.
4. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, are required to be paid. The Kanawha County Commission reserves the right to request any and all payroll records.
5. Successful bidder is required to submit proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Kanawha County Commission named as additional insured. The Certificate of Insurance shall contain a provision that coverage afforded will not be canceled without at least sixty (60) days prior written notice given to the Kanawha County Commission..
6. Either party may cancel the contract with 30-days written notice to the other party. The Kanawha County Commission will be responsible for balances due through the end of the 30-day written notice of cancellation.
7. 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)
- F. American Standard Safety Code for Elevators

All work must also have the approval of all West Virginia governmental authorities and agencies having jurisdiction over the project including, but not limited to, West Virginia Division of Labor, the West Virginia State Fire Marshall, City of Charleston Fire Prevention Bureau and the National Fire Protection Association.

For the Owner's Record, submit to the Kanawha County Commission Purchasing Department, P.O. Box 3627, Charleston, WV 25336, 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.

8. **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 neat, skillful, workmanlike manner in accordance with 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.

TERMS & CONDITIONS:

1. 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.
2. **Form Requirements:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a State of West Virginia ~~A~~No Debt Affidavit@.
3. **Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.