

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

Request for Quotations

Re: Three-Year Contract (to be Renewed Annually) for Mat Rental Services for the Kanawha County Courthouse, Judicial Building, and Parking Facility

Date: February 28, 2012

Fiscal Year: 2011-12

Bid Opening: Bids must be received on or before Tuesday, March 13, 2012, at 11:15 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.	Description
1	Three-Year Contract (to be Renewed Annually) for Mat Rental Services for the Kanawha County Courthouse, Judicial Building and Parking Facility
2	Alternate #1 - Mop and Cleaning Rag Exchange

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

E-Mail Address: _____

*****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: Three Year Contract (to be Renewed Annually) for Mat Rental Services for the Kanawha County Courthouse, Judicial Building, and Parking Facility

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	John Caudill Facilities Manager Kanawha County Commission P.O. Box 3627 407 Virginia Street, East, 3rd Floor Charleston, WV 25301 Telephone (304) 357-0569
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SPECIFICATIONS:

1. All mats must meet ADA requirements.
2. All mats must be at least 90 mil in thickness with rubber edging
3. Must be charcoal in color
4. All mats must be in new or very good condition
5. **Weekly** mat rental services for designated areas of the Kanawha County Courthouse, Judicial Building, and Parking Facility as follows (list substitutions if unable to supply requested sizes):

	<u>Quantity & Size</u>	<u>Price</u>	<u>Substitution & Price</u>
A.	Six 3'x5' Mats	\$ _____	_____ x _____ \$ _____
B.	Sixteen 3'x10' Mats	\$ _____	_____ x _____ \$ _____
C.	Nineteen 4'x6' Mats	\$ _____	_____ x _____ \$ _____
D.	Seven 5'x10' Mats	\$ _____	_____ x _____ \$ _____

6. Alternate #1 – Mop and cleaning rag exchange:

A.	Large Wet Mops	\$ _____
B.	36" Dust Mops	\$ _____
C.	Cleaning Rags	\$ _____ per _____

7. Unit price for additional mats as may be needed:

A.	3'x4'	\$ _____
B.	3'x5'	\$ _____
C.	3'x10'	\$ _____
D.	4'x6'	\$ _____
E.	4'x8'	\$ _____
F.	4'x20'	\$ _____
G.	5'x10'	\$ _____
H.	6'x8'	\$ _____
I.	6'x10'	\$ _____

8. Specify any additional fuel charges, surcharges, fees, delivery charges, etc. that may be applicable. All fees must be disclosed in the bid documents.
9. All mats must be dry, odor-free and adhere properly to the floor upon delivery.

TERMS & CONDITIONS:

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.”

Insurance, Licenses and Permits: Successful Bidder is to provide to the Owner proof of liability and workers compensation insurance and is responsible for obtaining all necessary licenses and permits.

OSHA Regulations: All Federal Occupational Safety & Health Administration Regulations must be followed by all contractor personnel while performing work for the Kanawha County Commission.

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a Form W9.

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