

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 Asbestos Inspection & Testing Services for the Kanawha County Commission

Date: August 24, 2012

Bid Opening: Bids must be received on or before Friday, September 7, 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:

***THIS FORM MUST BE 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. The County Commission 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	Amount Fiscal Year 2012-2013	Amount Fiscal Year 2013-2014	Amount Fiscal Year 2014-2015
1	1 Structure	Asbestos Inspection & Testing Services for a Structure Containing Three (3) Homogeneous Areas with a Minimum of Three (3) Samples Taken per Homogeneous Area per the Attached Specifications	\$	\$	\$

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: Three-Year Contract (to be Renewed Annually) for Asbestos Inspection & Testing Services for the Kanawha County Commission

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

CONTACT:	Jerie Whitehead	David Armstrong, Director
	Purchasing Director	Kanawha County Planning & Community Dev.
	Kanawha County Commission	407 Virginia Street, East, Second Floor
	407 Virginia St., East	Charleston, WV 25301
	P.O. Box 3627	Telephone (304) 357-0570
	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 Friday, September 7, 2012, at 11:15 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:

1. Three-year contract, to be renewed annually, for asbestos inspection & testing services for structures identified by the Kanawha County Commission Planning Department and/or the Kanawha County Commission during fiscal years 2012-2013, 2013-2014 and 2014-2015.
2. Quotations for inspections are to include all required samples and laboratory work in accordance with state and federal testing and inspection requirements. Please base your bid on a structure containing three (3) homogenous areas with a minimum of three (3) samples taken per homogeneous area.
3. All inspections shall be completed within five (5) working days (including the laboratory results) from the date of notification from the Kanawha County Commission Planning Department.
4. In the event asbestos containing materials are identified, a limited asbestos bulk sample survey report is to be submitted to the Kanawha County Commission Planning Department.
5. If a structure is determined to have **NO ASBESTOS CONTAINING MATERIALS**, a

letter is to be sent, on company letterhead, to the Kanawha County Commission Planning Department stating that no asbestos containing materials have been identified and the structure is **“free and clear”**. The letter is to include the inspection date, the inspector’s names(s), and an index of samples to include the location(s).

6. **Optional Services:** Please provide a quote for the following optional services. Each of these services (when required) will be requested separately from the asbestos inspection services. The Kanawha County Commission Planning Department will notify successful bidder, in writing, when these optional services are required to be performed:

- A. **Preparation of an Abatement Plan** - In the event asbestos containing materials are identified, the Kanawha County Commission Planning Department will notify the successful bidder in writing to prepare an asbestos abatement plan within five (5) working days from the date of notification.

Preparation of an Abatement Plan (per structure) \$_____

- B. **Point Count Method** - In certain instances, successful bidder may be required by the Kanawha County Commission Planning Department to perform point count testing, in accordance with Federal guidelines, for any test samples that have less than five percent (5%) asbestos containing materials. Successful bidder will be notified in writing by the Kanawha County Commission Planning Department when the point count method will be required.

Point Count Method (per sample) \$_____

- C. **Lead Paint Testing (TCLP)** - Lead paint testing will be conducted on a per structure basis as required. Successful bidder will be notified in writing by the Kanawha County Commission Planning Department when TCLP testing is required.

Lead Paint Testing (TCLP) (per sample) \$_____

- D. **Mold Sampling** – Mold sampling will be conducted on a per structure basis as required. Successful bidder will be notified when mold sampling is required.

Mold Sampling (per sample) \$_____

- E. **Site Visit with No Resulting Inspection** – Fee to visit a site with no resulting inspection (inspection could not be performed due to circumstances out of the control of the County Commission and/or inspection personnel i.e. property owner scheduled and paid for inspection without notifying the County Commission, property owner would not allow access to property, etc.)

Site Visit (per Visit) \$_____

- F. Any additional charges including, but not limited to, fuel, mileage, disposal fees, etc. (please specify the type of fee(s)) \$ _____
\$ _____
\$ _____
\$ _____

7. **The following documents are required to be submitted with bid documents:**

- A. A copy of the Bid Specifications containing the quotes for optional services on Page Three.
- B. **Contractor's License and Asbestos Inspector's Licenses** - Copy of a current West Virginia Contractor's License and Asbestos Inspector(s) Certification must be submitted with bid documents.

8. **The following documents are required to be submitted by successful bidder prior to the issuance of documents:**

- A. **Commercial General Liability Insurance** – Successful bidder is to provide proof of a minimum \$1,000,000 per occurrence general liability insurance policy is required to be submitted with bid documents. Successful bidder is required to name the Kanawha County Commission as an additional insured.
- B. **Workers' Compensation Premiums** – Successful bidder is to provide an insurance certificate verifying Workers' Compensation insurance is in effect.
- C. **No Debt Affidavit** - No bid will be awarded 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 Kanawha County Sheriff that no taxes are due prior to submission of said bid. Successful bidder is to submit a signed and dated "No Debt Affidavit".
- D. **Vendor Registration and Disclosure Statement** -Vendor shall complete and submit (or have on file) a Kanawha County Commission Vendor Registration Form.

9. **Terms and Conditions**

- A. **Rejection of Bids** - The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. All bid documents submitted become public record.
- B. The Kanawha County Commission reserves the right to cancel the contract at any time with thirty days written notice.
- C. **Standards of Quality and Codes** - All work, labor, materials and testing 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:

1. Building Officials & Code Administrators (BOCA)
2. American Society of Testing Materials (ASTM)
3. American National Standards Institute (ANSI)

All work must also have the approval of all West Virginia governmental authorities and agencies having jurisdiction over the project:

1. West Virginia State Fire Marshal
2. West Virginia Department of Health
3. West Virginia Department of Natural Resources
4. West Virginia Department of Environmental Protection
5. West Virginia Bureau of Public Health
6. United States Environmental Protection Agency

For 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.

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 a 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.