

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Provide Labor & Materials to Replace the Roof on a Building Located at Pioneer Park, East Bank, West Virginia, for the Kanawha County Parks & Recreation Commission

Date: April 14, 2012

Fiscal Year: 2011-2012

Bid Opening: Bids must be received on or before Thursday, April 26, 2012, at 11:30 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 #	Description	Bid Amount
1	Provide Labor & Materials to Replace the Roof on a Building Located at Pioneer Park in East Bank, WV with a New Asphalt Shingle Roof	\$ _____ 15-Year Shingle \$ _____ 20-Year Shingle
2	Provide Labor & Materials to Replace the Roof on a Building Located at Pioneer Park in East Bank, WV with a New Vertical Panel Metal Roof	\$ _____
3	Unit Pricing for New Decking as needed for Shingle Roof	\$ _____ Per Linear Foot

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: Provide Labor & Materials to Replace the Roof on a Building Located at Pioneer Park, East Bank, West Virginia, for the Kanawha County Parks & Recreation Commission

LOCATION: Pioneer Park
Johnson Street
East Bank, WV

CONTACT:	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Jeff Hutchenson Director Kanawha County Parks & Recreation Commission 2000 Coonskin Drive Charleston, WV 25311 Telephone (304) 341-8000
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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 11:30 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. Provide labor & materials to remove and properly dispose of the existing roof on a building located at Pioneer Park, East Bank, WV and replace with a minimum 15-year asphalt shingle roof. Replace and/or repair any damaged decking. Provide pricing for a 15-year and a 20-year asphalt shingle.
2. Provide labor & materials to provide & install a new vertical panel metal roof with snow guards over the existing roof on a building located at Pioneer Park, East Bank, WV. Color will be selected by the owner.
3. Contractors may submit a bid for #1 or #2 above, or submit a bid for both #1 & #2 above.
4. The building is located on Johnson Street that dead ends at Pioneer Park. The building is approximately 100 feet long and 49.4 feet wide (contractors are responsible for taking their own measurements).
5. The existing roof has a 12/4 pitch with four (4) dormer windows. The dormer is 7 feet wide with 11.4 feet to the dormer.
6. To schedule a time to visit the site, please contact Jeff Hutchenson at 304-341-8000.

7. List a minimum of three (3) commercial references:
- A. Name: _____
Contact Person: _____
Telephone: _____
 - B. Name: _____
Contact Person: _____
Telephone: _____
 - C. Name: _____
Contact Person: _____
Telephone: _____
8. Please provide warranty information with the bid documents.

REQUIREMENTS:

- 1. Successful bidder must provide a copy of a current State of West Virginia Contractor's License.
- 2. Worker's Compensation: Successful Bidder is to provide proof of a current Workers' Compensation Policy.
- 3. State of West Virginia Prevailing Wage Rates, as established by the most recent publication of those rates, is required to be paid. Certified payroll records are to be submitted to the Kanawha County Parks & Recreation Commission.
- 4. Successful bidder is required to submit proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Kanawha County Parks & Recreation 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 Parks & Recreation Commission.
- 5. 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

Bid Specifications
Roof Replacement Pioneer Park
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Submit to the Kanawha County Parks & Recreation Commission, 2000 Coonskin Drive, Charleston, WV 25311, 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.

6. 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.

7. Asbestos Containing Materials: Asbestos inspections and any subsequent abatement are the responsibility of the Kanawha County Parks & Recreation Commission.

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. 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. Vendor shall complete and submit, or have on file with the Parks Commission, a Vendor Registration Form.
4. Rejection of Bids: The Kanawha County Parks & Recreation Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.