

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301
(304) 357-0117

Request for Quotations

Re: Fujitsu Scanner for the Kanawha Assessor's Office
Date: April 14, 2012
Fiscal Year: 2011-2012
Bid Opening: Bids must be received on or before Thursday, April 26, 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:

***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. 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	Amount
1	1	Fujitsu Scanner per the Attached Specifications	\$

Written Bid Amount: _____
_____ Dollars

Vendor Name: _____

Address: _____

Telephone: _____

Date: _____

E-Mail Address: _____

SPECIFICATIONS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Fujitsu Scanner for the Kanawha County Assessor's Office

LOCATION: Kanawha County Assessor
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
jeriewhitehead@kanawha.us

Bruce Moore
Information Technology Manager
Kanawha County Assessor's Office
409 Virginia Street, East
Charleston, WV 25301
Telephone (304) 357-0262
brucemoore@kanawha.us

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 11:00 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. Fujitsu Fi-6770A 90PPM Scanner with VRS Software (Mfg. Part #PA03576-B035) or equivalent
2. Include shipping and delivery charges
3. Provide warranty details with bid documents

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.

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form, No Debt Affidavit, and Internal Revenue Service Form W-9.

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