

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Provide & Install a Parking Lot Perimeter Shrubbery Hedge for the Kanawha County Commission

Date: February 6, 2012

Fiscal Year: 2011-2012

Bid Opening: Bids must be received on or before Tuesday, February 21, 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 FOR 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	Bid Amount 4 Ft. Plants	Bid Amount 6 Ft. Plants
1	Provide & Install a Parking Lot Perimeter Shrubbery Hedge for the Kanawha County Commission per the Attached Specifications	\$_____	\$_____

Vendor Name: _____

Address: _____

E-Mail Address: _____

Signature: _____

Date: _____

Telephone: _____

*****ATTENTION VENDORS*****

Have you registered for the Kanawha County Commission E-Mail Notification System for bid specifications?
Register by visiting our website @ www.kanawha.us and register by clicking on the "RFP Alerts" icon.

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Provide & Install a Parking Lot Perimeter Shrubbery Hedge for the Kanawha County Commission

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 407 Virginia Street, East Charleston, WV 25301 Telephone: (304)941-2145
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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 Tuesday, February 21, 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 & Install a parking lot perimeter shrubbery hedge around the parking lot located on the corner of Goshorn and Virginia Streets behind the Kanawha County Judicial Building.
2. The fence line is approximately 232 ft. long.
3. Plants are to be Thuja Occidentalis 'Smagard' Emerald Green Arborvitae planted 3.5' on center.
4. Provide separate pricing for four (4) foot plants and six (6) foot plants. Mature plants are to be eight (8) feet tall.
5. Removal of existing shrubs and plants.
6. Mulch beds with black hardwood mulch after planting.
7. Owner will be responsible for having underground utilities marked.
8. To schedule a time to inspect the location, please contact Steve Neddo at 304-941-2145.

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."

Worker's Compensation: Successful bidder is to provide Certification Workers Compensation

premiums are current.

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

Prevailing Wage Rates: State of West Virginia Prevailing Wage Rates are required, if applicable.

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.

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