

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, to Provide and Install Vinyl Lettering for the Kanawha County Sheriff's Office Vehicles

Date: February 6, 2012

Fiscal Year: 2011-2012

Bid Opening: Bids must be received on or before Tuesday, February 21, 2012, at 11:45 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 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 bid.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha 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.	Description	Bid Amount Year #1	Bid Amount Year #2	Bid Amount Year #3
1	Provide & Install Removable Vinyl Lettering for Kanawha County Sheriff's Department for One to Ten Vehicles	\$ _____ Per Vehicle	\$ _____ Per Vehicle	\$ _____ Per Vehicle
2	Provide & Install Removable Vinyl Lettering for Kanawha County Sheriff's Department for Eleven to Twenty Vehicles	\$ _____ Per Vehicle	\$ _____ Per Vehicle	\$ _____ Per Vehicle
3	Provide & Install Removable Vinyl Lettering for Kanawha County Sheriff's Department for Twenty-one to Thirty Vehicles	\$ _____ Per Vehicle	\$ _____ Per Vehicle	\$ _____ Per Vehicle

Vendor Name: _____

Address: _____

Telephone: _____

Signature: _____ **Date:** _____

E-Mail Address: _____

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: Three Year Contract, to be Renewed Annually, to Provide & Install Vinyl Lettering for the Kanawha County Sheriff's Office Vehicles

LOCATION: Kanawha County Sheriff's Department
407 Virginia Street, East, Second Floor
Charleston, WV 25301

CONTACT:	Jerie Whitehead Purchasing Director Kanawha County Commission P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Sgt. F. D. Beasley Kanawha County Sheriff's Office 301 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0200
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SPECIFICATIONS: The following specifications are intended to describe the purchase and installation of vinyl lettering for the Kanawha County Sheriff's Office and the details contained in these specifications are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Sheriff's Office. Where brand names may be used, the words or equal are assumed to follow. All specifications are minimum requirements.

1. Engineer grade, reflective lettering per the attached drawing.
2. Lettering is to be removable within eight (8) years of installation without requiring grinding and repainting of the vehicle surface
3. Brand name of vinyl lettering _____.
4. Bid per number of vehicles as follows:
 - A. 1 to 10 vehicles
 - B. 11 to 20 vehicles
 - C. 21 to 30 vehicles
5. Turnaround time per vehicle _____ days.
6. The Kanawha County Sheriff's Office reserves the right to modify the design.
7. The Kanawha County Sheriff's Office reserves the right to cancel the agreement, without prejudice, with thirty days written notice. With satisfactory performance, the Kanawha County Sheriff's Office has the option to renew the contract each year for a total of three years at the rates quoted.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

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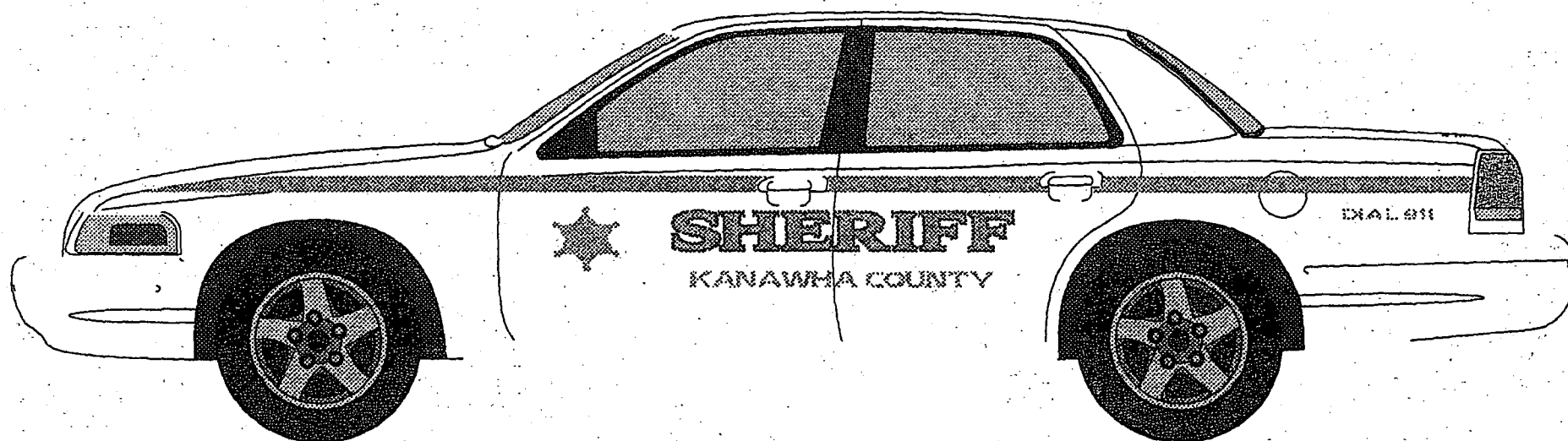
TERMS & CONDITIONS:

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, a "No Debt Affidavit", IRS Form W-9.

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and all bids, in part or in whole, and to waive any informality in bidding. All bid documents become public record once bids are opened.

Design B



DESIGN B