

# 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 Kardex Remstar Lektriever 120 (or Equivalent) for the Kanawha County Clerk

Date: August 15, 2012

Fiscal Year: 2012-2013

Bid Opening: Bids must be received on or before Wednesday, August 29, 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:

#### **\*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
1	Provide & Install a Kardex Remstar Lektriever 120 (or Equivalent) for the Kanawha County Clerk	\$ _____

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](http://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 Kardex Remstar Lektriever 120 (or Equivalent) for the Kanawha County Clerk

**LOCATION:** Kanawha County Clerk  
Voter Registration Office  
Court & Quarrier Streets  
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](mailto:jeriewhitehead@kanawha.us)

David Dodd  
Deputy Clerk  
Kanawha County Clerk  
409 Virginia Street, East  
Charleston, WV 25301  
Telephone: (304) 357-0130

**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 Wednesday, August 29, 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:**

**Kardex Remstar Lektriever 120 (or Equivalent)**

**General Storage**

- Storage unit will be a Kardex Remstar Lektriever 120 or equal.
- Storage unit will have capacity to store 399,000 – 9.5" wide x 5" high Cards.
- Maximum unit height is 95" Maximum unit width is 129" Maximum unit depth is 45.5" plus work counter.
- Storage unit will have a full width work counter situated at the access opening. Counter height is 39.37"
- Storage unit will have a lockable Security Door.
- Cards will be stored in steel trays constructed of no less than 18 gauge steel.
- Trays must be designed such that the operator can remove each individual tray from the storage unit.

## **Technical**

- Storage unit will operate on 110 volts and 60 hertz on a standard 20 amp appliance circuit.
- Storage unit will be driven by an AC Gear Drive Motor rated at 1.5 kva.
- Maximum load imbalance will not exceed 660 pounds.
- Cycle Speed will be 7.0 inches per second with an average retrieval time of 5.1 seconds.
- Storage unit will be operated by a numeric touch pad with LCD/LED display.
- Error messages will be displayed on the touch pad display.
- Storage unit will have provision to be operated manually from the front of the unit.
- Storage unit will have means for emergency operation via momentary contact key switch. This will allow the operator to use the electric motor to operate the unit if there is some auxiliary circuit failure.
- Storage unit will be equipped with a full safety light curtain at the access opening.
- Storage unit will have two industry standard E-Stop Switches, one on either side of the access opening.

## **Special**

- Successful Bidder will furnish proof of General Liability Insurance and Workers Compensation Insurance.
- Successful Bidder will furnish a copy of their WV Contractors License.
- Successful Bidder must employ at least one full time Manufacturer Certified Installation and Service Technician.
- This equipment will be covered by a FULL 2 YEAR WARRANTY, Maintenance will be performed 2 times per year during the warranty period at NO additional cost to the Kanawha County 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 Commission, a Vendor Registration Form.
4. Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bids are opened, all documents become public record.