

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

Request for Quotations

Re: Provide and Install Two (2) New Rooftop Heat Pumps in Courtroom 4 Located in the Kanawha the County Courthouse

Date: August 27, 2010

Fiscal Year: 2010-2011

Bid Opening: Bids must be received on or before Friday, September 17, 2010, 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)

Mandatory Pre-Bid Conference: A Mandatory Pre-Bid Conference will be held on Friday, September 10, 2010, 10:00 a.m. in Courtroom #4 located on the second floor of the Kanawha County Courthouse, 409 Virginia Street, East, Charleston, WV 25301

INSTRUCTIONS TO VENDORS:

***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 bids are due 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 Kanawha County Commission.

Item No.	Description	Bid Amount
1	Provide and Install Two (2) New Rooftop Heat Pumps per the Attached Specifications	\$
Written Bid Amount: _____ Dollars		

Vendor Name: _____ Signature: _____

Address: _____ Date: _____

_____ Telephone: _____

E-Mail Address: _____

WV Contractor's License Number: _____

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

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications?
Register by visiting our website @www.kanawhacounty.com/purchasing/alerts.

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

- ITEM:** Provide and Install Two (2) New Rooftop Heat Pumps for Courtroom #4
Located in the Kanawha County Courthouse
- LOCATION:** Kanawha County Courthouse
409 Virginia Street, East, Second Floor
Charleston, WV 25301
- CONTACT:**
- | | |
|---------------------------|---------------------------|
| Jerie Whitehead | Steve Neddo |
| Purchasing Director | Maintenance Supervisor |
| Kanawha County Commission | Kanawha County Commission |
| 407 Virginia St., East | P.O. Box 3627 |
| P.O. Box 3627 | Charleston, WV 25336 |
| Charleston, WV 25336 | Telephone (304) 357-0106 |
| Telephone (304) 357-0115 | |
- 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 Friday, September 17, 2010, 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.*
- Mandatory Pre-Bid Conference:** A Mandatory Pre-Bid Conference will be held on Friday, September 10, 2010, at 10:00 a.m. in Courtroom #4 located on the second floor of the Kanawha County Courthouse, 409 Virginia Street, East, Charleston, WV 25301
- SPECIFICATIONS:** The following specifications are intended to describe the purchase and installation of two (2) new rooftop heat pumps 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 Commission. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.
1. Provide and install two (2) new Trane rooftop heat pumps with hinged access doors for Courtroom #4 located on the second floor of the Kanawha County Courthouse. The existing units are 7.5 ton and 5 ton each.
 2. Remove and properly dispose of the existing rooftop units located on the roof of the Kanawha County Courthouse. Provide required crane service for removal of the old units and the setting of the new units.

3. Provide and install adapter curb to existing curbs, economizer, disconnect switch, electric heaters, condenser coil guards, new thermostat and freeze protection. Provide warranty information with the bid documents. The Kanawha County Commission will provide required asbestos inspections and subsequent asbestos abatement, based on the test results
4. An HVAC Permit from the City of Charleston is required to be obtained by the Contractor. There is no fee for the permit.
5. State lead time to obtain the equipment.
6. Provide manufacturer and model for equipment bid:

Unit #1:

Manufacturer _____ Model _____

Unit #2:

Manufacturer _____ Model _____

7. The Kanawha County Courthouse is listed on the National Register of Historic Places. Any aesthetic changes to the interior or exterior of the building must be approved **prior** to the commencement of the contract.
8. **State of West Virginia Prevailing Wage Rates**, as established by the most recent publication of those rates, are required to be paid by the Contractor and all Sub-Contractors. A copy of the Certified Payroll is to be submitted with the invoice for payment.
9. 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)

All work must also have the approval of all WV governmental authorities and agencies having jurisdiction over the project:

1. WV State Fire Marshall
2. WV Department of Health
3. WV Department of Natural Resources

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.

10. 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 the 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.
11. 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."
12. **Successful bidder is required to submit the following prior to commencement of work:**
 - A. Provide a copy of a current West Virginia Contractor's License.
 - B. Proof of a minimum one million dollar per occurrence commercial, general liability insurance policy with the Kanawha County Commission named as additional insured.
 - C. References of previous commercial work from three Charleston area businesses are required.
 - D. Worker's Compensation: Successful bidder must provide satisfactory certification from Workers' Compensation as to current status of vendor's Workers' Compensation coverage.
 - E. Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a No Debt Affidavit.
13. Rejection of Bids: The Kanawha County Commission reserves the right to accept or reject, in part or in whole, any and/or all bids submitted, whichever is in the best interest of the Kanawha County Commission, and to waive any informality in bidding.