

# 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 New HVAC Equipment for the Pratt Volunteer Fire Department

Date: August 24, 2012

Fiscal Year: 2012-2013

**Bid Opening:** Bids must be received on or before Friday, September 7, 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 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 Pratt VFD 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 a New HVAC Equipment for the Pratt Volunteer Fire Department per the Attached Specifications	\$
Written Bid Amount: _____ Dollars		

Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

WV Contractor's License # \_\_\_\_\_

### \*\*\*ATTENTION VENDORS\*\*\*

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications?  
Register by visiting our website @ <http://rfp.kanawha.us>

# SPECIFICATIONS

## COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

**ITEM:** Provide and Install New HVAC Equipment for the Pratt Volunteer Fire Department

**LOCATION:** Pratt Volunteer Fire Department  
100 Center Street  
Pratt, WV 25162

**CONTACT:** Bid Submission:  
Jerie Whitehead  
Purchasing Director  
Kanawha County Commission  
407 Virginia St., East  
P.O. Box 3627  
Charleston, WV 25336  
[jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us)  
Telephone (304) 357-0115

Technical Questions:  
Casey Wilson  
Pratt VFD  
P.O. Box 161  
Pratt, WV 25162  
Telephone (304) 415-1937

**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 7, 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:** The following specifications are intended to describe new HVAC equipment for the Pratt VFD 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 Pratt VFD. All specifications are minimum requirements.

1. Provide & install one (1) new 3-ton 13 SEER air conditioner with 90% efficiency 80,000 BTU natural gas heater.
2. Provide & install one (1) new 4-ton 13 SEER air conditioner with 90% efficiency 100,000 BTU natural gas heater.
3. Remove and properly dispose of the replaced equipment.
4. State lead time to obtain the equipment.
5. Provide manufacturer and model for equipment bid:  
Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
Manufacturer \_\_\_\_\_ Model \_\_\_\_\_
6. To schedule a time to inspect the job site, please contact Casey Wilson at 304-415-1937.
7. **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.

8. Provide a copy of a current West Virginia Contractor's license with bid documents.
9. **Successful bidder is required to submit the following prior to commencement of work:**

- a. Proof of a minimum one million dollar per occurrence commercial, general liability insurance policy with the Pratt Volunteer Fire Department named as additional insured.
- b. References of previous commercial work from three Charleston area businesses are required.
- c. Worker's Compensation: Successful bidder must provide a certificate of insurance for Workers' Compensation insurance coverage.
- d. Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a No Debt Affidavit.

10. 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.

11. 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.

12. 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."
13. Rejection of Bids: The Pratt Volunteer Fire Department 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.