

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) for Interior and Exterior Window Cleaning Services for the Kanawha County Courthouse, Judicial Building, Day Report Center, W. Kent Carper Justice & Public Safety Complex and Kanawha County Commission Parking Facility

Date: June 22, 2012

Bid Opening: Bids must be received on or before Friday, July 6, 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:

***THIS FORM MUST BE 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. Once bids are unsealed, all bid documents become public record.
5. 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.	Quantity	Description	Amount FY 12-13	Amount FY 13-14	Amount FY 14-15
1	1 Year	Bi-annual interior and exterior window cleaning services for the Kanawha County Courthouse, Judicial Building, Carper Complex, Day Report Center and Parking Facility	\$ Per Year	\$ Per Year	\$ Per Year
2	1 Year	12 Monthly interior and exterior window cleaning services for Voters' Registration Offices, Judicial Building Lobby and Carper Complex Lobby	\$ Per Year	\$ Per Year	\$ Per Year

Vendor Name: _____

Address: _____

E-Mail Address: _____

Signature: _____

Date: _____

Telephone: _____

WV Contractor's License #: _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three Year Contract (to be Renewed Annually) for Interior and Exterior Window Cleaning Services for the Kanawha County Courthouse, Judicial Building, W. Kent Carper Justice & Public Safety Complex, Day Report Center and the Kanawha County Commission Parking Facility

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 jeriewhitehead@kanawha.us	John Caudill Buildings and Grounds Manager Kanawha County Commission P.O. Box 3627 407 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0569 johncaudill@kanawha.us
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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 Friday, July 6, 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. **Bi-annual** interior and exterior window cleaning services for the Kanawha County Courthouse (409 Virginia Street East), Judicial Building (111 Court Street), W. Kent Carper Justice & Public Safety Complex (301 Virginia Street, East), Day Report Center (900 Christopher Street) and the Kanawha County Commission Parking Facility (Quarrier & Goshorn Streets) all located within the city limits of Charleston, West Virginia.
2. **Monthly** interior and exterior window cleaning services for the Voters' Registration Offices (corner of Quarrier & Court Streets), the Judicial Building Lobby and the Carper Complex Lobby
3. Vendor is to provide required scaffolding.
4. A man lift or bucket truck with lawn protection is required for the Courthouse exterior windows that cannot be accessed using a secured ladder.

6. List a minimum of three (3) commercial hi-rise building references:

- A. Name: _____
Contact Person: _____
Telephone: _____
- B. Name: _____
Contact Person: _____
Telephone: _____
- C. Name: _____
Contact Person: _____
Telephone: _____

REQUIREMENTS:

1. Successful bidder is required to provide a copy of a current State of West Virginia Contractor's License
2. Successful Bidder is required to provide proof of a current Workers' Compensation Policy.
3. Successful bidder is required to submit proof of a minimum one million dollar per occurrence commercial general liability insurance policy with the Kanawha County Commission named as additional insured. The Certificate of Insurance shall contain a provision that coverage afforded will not be canceled without at least sixty (60) days prior written notice given to the Kanawha County Commission.
4. Either party may cancel the contract with 30-days written notice to the other party. The Kanawha County Commission will be responsible for balances due through the end of the 30-day written notice of cancellation.
5. 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)
 - F. American Standard Safety Code for Elevators

6. All work must also have the approval of all West Virginia governmental authorities and agencies having jurisdiction over the project including, but not limited to, West Virginia Division of Labor, the West Virginia State Fire Marshall, City of Charleston Fire Prevention Bureau and the National Fire Protection Association.

For the Owners Record, submit to the Kanawha County Commission Purchasing Department, P.O. Box 3627, Charleston, WV 25336, 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.

7. **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 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.

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. **Form Requirements:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement form and a State of West Virginia No Debt Affidavit.
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.