



KANAWHA COUNTY
POLICE | FIRE | EMS

METRO EMERGENCY OPERATIONS CENTER OF KANAWHA COUNTY

200 Peyton Way
Charleston, WV 25309
(304) 746-7911

Request for Quotations

Re: Tower Ground Maintenance

Date: February 7, 2023

Fiscal Year: 2023

Bid Opening: Bids must be received on or before Friday, March 17, 2023 at 9:00 AM Eastern at the Metro Emergency Operations Center of Kanawha County (the "Center"), 200 Peyton Way, Charleston, WV 25309.

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 name and address of the vendor. The envelope must also show "Proposal for Tower Ground Maintenance" with the date and time that bids are due on the outside of the envelope. Faxed bids or electronically-submitted bids will not be accepted.
2. Bids must include original and two copies.
3. Bids must be F.O.B. Delivery Point, unless otherwise indicated in bid. **The Bid amount shall be all-inclusive, including, but not limited to, shipping and handling. All other costs will be considered non-compliant.**
4. Bids must be signed in ink, showing all facts and the total amount.
5. The Center reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Center.
6. Bid expiration request.
7. Any necessary addendums will be posted on the Center's website at metro911.org.

Vendor Name _____

Item No.	Description	Amount
	Scope of Work: Provide grass cutting, clearing, remove vines from fence, and anchor points once a month between May and October at Metro 911 and Kanawha County Commission Tower sites. There will be a 60 day trial period whereby based on the Center's discretion it may award a three (3) year contract for the below services.	
1.	Cross Lanes: Inside compound and 3 foot outside the fence. One time cleaning outside entrance to compound, remove vines from fence, and then maintain once a month.	\$
2.	Malden Mountain Inside compound and 3 foot outside fence.	\$
3.	Clendenin Inside compound and 3 foot outside fence. Cut 3 foot around each anchor point	\$
4.	Bee Mountain 1 Inside compound and 3 foot outside fence. Cut 3 foot around each anchor point and remove vines from guy wires.	\$
5.	Knollwood Inside compound and 3 foot outside fence.	\$
6.	Bee Mountain 2 Inside compound and 3 foot outside fence.	\$

Written Bid Amount: _____ Dollars _____ Cents

Vendor Name: _____

Address: _____ Date: _____

 Telephone: _____

Signature: _____ E-Mail: _____

Vendor Name _____

Metro Emergency Operations Center of Kanawha County

Request for Quotations

ITEM: Metro 911 Tower Ground Maintenance

LOCATION AND TIME IN WHICH WORKED WILL BE COMPLETED: The Center -- 200 Peyton Way, Charleston, WV 25309 -- during its regular business hours of Monday-Friday 8:00 am to 4:00 pm, excluding Kanawha County Commission holidays

CONTACT: David Armstrong
Metro Emergency Operations Center of Kanawha County
(304) 357-0966 or rfp@metro911.org

BID DUE DATE: **Bids must be received in a sealed envelope on or before March 17, 2023 at 9:00 AM Eastern at the Center -- 200 Peyton Way, Charleston, WV 25309. Faxed or electronically-submitted bids will not be accepted.**

MANDATORY PRE-BID: The Center will hold a mandatory pre-bid at 9:00 AM on March 10, 2023 at the Center's facility located at 200 Peyton Way, Charleston, WV. From there, interested bidders will accompany the Center's staff to each of the tower sites within this RFP. Bidders must provide their own transportation. Please note that these sites require 4-wheel drive in order to access. Questions regarding the Center's expectations will be addressed during the mandatory pre-bid. No bid will be accepted from a Company who did not have a representative present at the entire pre-bid, including site visits and no Company representative will be admitted after 9:00 AM; thus, late arrival to the pre-bid will disqualify the Company from bidding.

SPECIFICATIONS: The following specifications are intended to describe the requested work for the Center; the details contained in these specifications are not designed to exclude any vendor from bidding but, rather, are offered as a means of describing the needs of the Center. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements. Only new, in-box equipment will be deemed compliant. Quoting used or refurbished equipment will not be accepted and will result in the bid being rejected. The bid response must include pricing for the option allowing the Center to either increase or decrease the part quantities as desired.

OTHER: The Center will not be responsible for any expenses incurred in the preparation and/or presentation of bid or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

Bids may be withdrawn prior to the scheduled date and time, or postponement thereof, of the opening of bids. Bids will not be accepted after the scheduled date and time. No vendor may withdraw a bid after bid opening. Once bids are unsealed, all bid documents become public record. The Center reserves the right to reject any and/or all bids, with or without cause, and to waive any informality in bidding. The Center further reserves the right to resolicit proposals.

Payment will be released within 30 days of completion of work that is satisfactory to the Center.

SHIPPING AND OTHER INCIDENTAL CHARGES: Unless explicitly stated in amount on the submitted bid, the Center assumes that shipping and all other incidental charges are included in the bid price. Additional costs beyond the amount stated in the bid will be considered non-compliant.

Vendor Name _____

Breakdown of Price	Price
TOTAL:	
Options (*note if included in price above)	
Other Options:	

Options:

QTY	Model	Description

Options, if applicable, must include price to purchase additional items at price per additional item.

Vendor Name _____

Required:

1. The proposal must include pricing for all work to meet the specifications above. Details must be provided where proposed specifications are not exactly as requested.

Does your proposal comply? Yes: _____ No: _____

2. The Center requires proof of Worker's Compensation Insurance.

Does your proposal comply? Yes: _____ No: _____

3. The Center requires notice of two (2) days before arrival to ensure staff availability to let them on property. Upon award of bid, direct contact information for David Armstrong will be provided.

Does your proposal comply? Yes: _____ No: _____

Vendor Name _____

DOCUMENTATION REQUIREMENTS:

Real Estate and Personal Property Taxes: No bid contract will be awarded to a vendor who is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Center will accept bids from vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to award of said contract.

Required Forms: Vendor shall complete and submit, or have on file with the Center, a Vendor Registration and Disclosure Statement Form and a State of West Virginia No Debt Affidavit, both of which can be found on the Center's website at metro911.org, as well as a completed IRS Form W9.

Before any work begins, the vendor must provide the Center with a current Certificate of Insurance with proof of minimum one million-dollar-liability coverage and proof of workers' compensation insurance as well as a copy of the vendor's current WV Contractor's License.

Required Forms Checklist

___ Vendor Registration Form, if not already on file with the Center

___ State of WV No Debt Affidavit

___ IRS Form W9, if not already on file with the Center

___ Certificate of Insurance with proof of minimum one-million-dollar liability coverage

___ Certificate of Insurance with proof of workers' compensation insurance

___ Copy of WV Contractor's License, if applicable

Bid Documents: All documents and information submitted in response to this solicitation shall, pursuant to the WV Freedom of Information Act, become public record.

References: Please include the name, address, and contact information for three business-type references.

Conflict of Interest – Mandatory: Affirm that your firm and all individuals that will be assigned to this transaction are free from all obligations and interest which conflict with the interest of the Center.

Signature _____ Date _____