

KANAWHA-CHARLESTON HEALTH DEPARTMENT

SPECIFICATIONS

- ITEM: Purchase Vehicles Declared Surplus Property by the Kanawha-Charleston Health Department
- LOCATION: Kanawha-Charleston Health Department
108 Lee Street, East
Charleston, WV 25301
- CONTACT: Carol McCormick
Kanawha-Charleston Health Department
108 Lee Street, East
Charleston, WV 25323
(304) 348-6494
- PRE-BID: A Pre-Bid Conference will be held on Tuesday, April 16, 2019 from 10:00 a.m. to 12:00 p.m. at the Kanawha-Charleston Health Department, 108 Lee Street, East. Vehicles will be available for inspection at this time.
- BID DUE DATE: 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 Tuesday, April 30, 2019 at 10:00 a.m. Bids must be received at the Kanawha-Charleston Health Department, 108 Lee Street East, PO Box 927, Charleston, West Virginia 25323 (*Faxed bids will not be accepted*).

SURPLUS PROPERTY:

1. The following vehicles have been declared surplus property by the Kanawha-Charleston Health Department:

VEH #	YEAR	MAKE	MODEL	CONDITION	BODY	MILEAGE
1	2003	JEEP	LIBERTY-732	Need radiator, NO AC	FAIR	137,789
2	2001	FORD	CROWN VIC	NO AC	FAIR	86,415
3	2003	JEEP	LIBERTY-134	NO AC	FAIR	160,907
4	2003	JEEP	LIBERTY-733	NO AC	FAIR	189,245
5	1997	JEEP	CHEROKEE	NO AC	FAIR	108,544

2. Successful bidder is to provide payment in the form of cash or cashier's check prior to taking possession of surplus property. Payment will be received by the Kanawha-Charleston Health Department, Administrative Services Office, 108 Lee Street, East, Charleston WV 23530 (PO Box 927, Charleston, WV 25323) by May 03, 2019 10:00 a.m.
3. Successful bidder is required to make arrangement to pick up the surplus property by calling (304) 348-6494. Surplus property shall be picked up by May 03, 2019. Successful bidder will receive a bill of sale and will be required to have **the vehicle re-titled before taking possession of the vehicle** from the Kanawha-Charleston Health Department. This includes dealers.

4. Once bid documents are unsealed, all bid documents become public record. The Kanawha-Charleston Health Department reserves the right to reject any and/or all bids and to waive any informality in bidding.



KANAWHA-CHARLESTON HEALTH DEPARTMENT

108 Lee Street, East
PO Box 927
Charleston, WV 25323
www.kchdvw.org

Request for Bids

- Re: Purchase Vehicle(s) Declared Surplus Property by the Kanawha-Charleston Health Department
- Date: April 16, 2019
- Fiscal Year: 2019
- Pre-Bid: A Pre-Bid Conference will be held on Tuesday, April 16, 2019 from 10:00 a.m. – 12:00 p.m. at Kanawha-Charleston Health Department, 108 Lee Street, East. Vehicle(s) will be available for inspection at this time.
- 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 Tuesday, April 30, 2019 at 10:00 a.m. at the Kanawha-Charleston Health Department, 08 Lee Street, East, Charleston WV 25301 (PO Box 927, Charleston, WV 25323)

INSTRUCTIONS TO BIDDERS:

*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 of the bid opening on the outside of the envelope. Faxed bids will not be accepted.
2. All bids should be signed and in ink, showing all facts and the total amount of the bid
3. The Kanawha-Charleston Health Department reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Kanawha-Charleston Health Department.
4. Vehicle Listing

VEH #	YEAR	MAKE	MODEL	CONDITION	BODY	MILEAGE	BID
1	2003	JEEP	LIBERTY-732	Needs Radiator NO AC	FAIR	137,789	
2	2001	FORD	CROWN	NO AC	FAIR	86,415	
3	2003	JEEP	LIBERTY 73134	NO AC	FAIR	160,907	

4	2003	JEEP	LIBERTY 733	NO AC	FAIR	189,245
5	1997	JEEP	CHEROKEE	NO AC	FAIR	108,544
						TOTAL BID

Name _____

Signature: _____

Address: _____

Date: _____

Telephone: _____