

REQUEST FOR PROPOSAL

RFP # FY2026-003

Issue Date: May 6, 2025

Title: Office Supplies

Issuing Body: **Kanawha County Emergency Ambulance Authority**
601 Brooks Street
Charleston, WV 25301
Tel - (304) 345-2312

Using Agency/Location: **KCEAA**
625 Brooks Street
Charleston, WV 25301

Period of Contract: From July 1, 2025 through June 30, 2026.

Sealed proposals will be received until 09:00 a.m. May 30, 2025. They will be open and read aloud in public on May 30, 2025 at 11:30 p.m., at 601 Brooks Street, Charleston, WV.

All inquiries for proposal procedures and/or information should be directed to:

Anthony Scott, Project Manager
(304) 345-2312 – Ext. 1178
anthoneyscott@kceaa.org

All proposals are to be delivered to the issuing public body at the following address:

KCEAA
601 Brooks Street
Charleston, WV 25301
Tel - (304) 345-2312

In compliance to the RFP and to all the conditions contained herein, the undersigned offers and agrees to furnish the goods / services in accordance with the attached signed proposals or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ Date: _____

_____ By: _____

_____ Title: _____

Phone: _____ FEIN #: _____

Email Address: _____

Signature: _____

2.0 General Instructions

It is necessary for vendors to read instructions contained herein, to understand exactly how to submit a proposal, what must accompany the proposal, and what the vendor obligates themselves for by submitting the proposal. Failure to carefully read and understand the instruction and proposal specifications may either cause the proposal not to be considered or accepted by Kanawha County Emergency Ambulance Authority hereinafter referred to as KCEAA, or cause the vendor to obligate himself to more than he realizes.

Hold Harmless

Any of error submitting a proposal agrees that the decisions of Kanawha County Emergency Ambulance Authority are final and shall hold harmless KCEAA, its directors, employees, consultants, and other involved in the design, and selection of the system, and the successful vendor(s) of this proposal. The submission of a proposal indicates acceptance of these conditions.

2.1 PREPARATION OF PROPOSALS

- 2.1.1 All information requested of the vendor shall be entered in the appropriate space on the attached forms. Failure to do so may disqualify the proposal.
- 2.1.2 All information shall be entered in ink or typewritten. Mistakes may be crossed out and correction inserted before submission of your proposal. Correction shall be initialed in ink by the person signing the proposal.
- 2.1.3 The Price Quotation Form contained in Section II shall be signed by an authorized officer or employee of the proposer of the Vice-Presidential level or higher.
- 2.1.4 Proposals must be submitted by the date and at or prior to the time specified to be considered. No late proposals, telegraphic, facsimile, or telephone proposals will be accepted.
- 2.1.5 Correction and/or modifications received after the closing time specified will not be accepted.
- 2.1.6 Completed proposals shall be submitted no later than 09:00 a.m. May 30, 2025. Proposals received after this time will be returned. Proposals will be opened at 601 Brooks Street, Charleston, WV and read aloud on May 30, 2025 at 11:30 p.m.
- 2.1.7 The vendor shall respond to this RFP with one (1) original printed quotation with signature from the proposer and (1) thumb drive included with edited Office Bid Sheet with bid pricing and company item numbers in the sealed bid.
- 2.1.8 The envelope containing the proposal must be plainly marked "Office Supply Bid" with the following information to wit:
 - (1) Name of Project and Sealed Proposal Number: i.e. Office Supply Bid RFP FY2026-003
 - (2) Name of Contractor
 - (3) Contractor's Address
- 2.1.9 Only signed pricing submitted on forms furnished by KCEAA will be considered and the offeror will be assumed to have familiarized themselves with all of the requirements of the request. To ensure consideration, all blank spaces in the Proposal Pricing Form must be filled in correctly and the amounts written legibly. Any unauthorized changes in, or additions to, the Proposal Form will be considered sufficient grounds for rejection.

- 2.1.10 KCEAA may, in response to formal or informal questions from vendors, amend this document by means of an addendum. Each addendum shall be numbered and the addendum shall be held as an integral part of the original document.
- 2.1.11 The vendor shall acknowledge receipt of all documents and addendum in his/her response, and quotations shall be firm for one calendar year running July 1, 2025 through June 30, 2026.
- 2.1.12 Proposers shall submit a detailed item-by-item response to each numbered item of this RFP. If no specific response is required to an item, indicate understanding and compliance by entering "Comply" alongside the item number in the detailed response. For those items requiring responses indicate page and paragraph where the response can be found. For those items that do not apply indicate "NA". This detailed response to each numbered item shall be separate section in the proposal and identified as "Item By Item Responses". Omission of this section may be basis for rejection of the proposal.
- 2.1.13 Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by KCEAA.
- 2.1.14 Time of delivery will be a consideration in the award. It is preferred that items within this bid be delivered within 15 calendar days from the day the order is placed. Any orders beyond 15 calendar days from day of the original order could result in discounts in items not being delivered. Vendors shall list items within the bid that regularly can't be delivered within a 15-calendar day period. Those items shall be exempt from discount penalties.
- 2.1.15 **Deviations and Exceptions**
If the proposer takes any exceptions to the specifications or deviates from the requirement, then proposer shall fully state such deviations or exceptions and the reasons for doing so. In addition, a complete explanation of the results of such changes shall be included as a part of the quotation on a special page entitled: "Deviations or Exceptions to Quote" and attached to the Proposal Response Form.
- 2.1.16 **Anti-Discrimination**
By submitting their bids or proposals, Bidders or Offerors certify to KCEAA that they will conform to the provisions of the Federal Civil Rights Act of 1964, the Americans With Disabilities Act, of 1990 as amended, as well as the West Virginia Fair Employment Act, as amended, where applicable.
- 2.1.17 **Immigration Reform and Control Act of 1986**
By signing this proposal, the offeror certifies that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

2.2 SPECIFICATIONS

- 2.2.1 These specifications are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the equipment needed.
- 2.2.2 Any responsible proposer who considers these specifications to be of a non-competitive nature should immediately contact the Kanawha County Emergency Ambulance Authority.
- 2.2.3 KCEAA reserves the right to approve as an equal, or to reject as not being equal, any item the proposer proposes to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.

- 2.2.4 The proposer shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specification.
- 2.2.5 Changes to the proposal specifications are not valid unless authorized in writing by the Kanawha County Emergency Ambulance Authority.
- 2.2.6 Should the vendor observe any discrepancy, ambiguity, omission, or be in doubt as to the intention and meaning of any portion of the specifications, he should report such to KCEAA.
- 2.2.7 Brand Names:
 - 2.2.7.1 Items made and/or manufactured in the United States will be given priority consideration.
 - 2.2.7.2 Brand names and numbers, when used, are for reference to indicate the character or quality desired. Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict proposers to the specific brand, make or manufacturer named, but conveys the general style, type character, and quality of the article desired.
 - 2.2.7.3 Equal items will be considered provided your offer clearly describes the article. Offers for equal items shall state the brand and number or level of quality. The determination of KCEAA as to what items are equal shall be final and conclusive.
 - 2.2.7.4 When brand, number, or level of quality is not stated by the proposer, it is understood the offer is exactly as specified.
- 2.3 PRICING INSTRUCTIONS
 - 2.3.1 Prices will be considered as Net if no cash discount is shown.
 - 2.3.2 The KCEAA is a tax-exempt organization. Certificates will be furnished upon request.
 - 2.3.3 A price breakdown by item shall be supplied. Unit prices shall be submitted on the Pricing Form. Quantities shown in the specifications are estimates and are made in good faith on the part of the KCEAA.
- 2.4 CRITERIA OF AWARD
 - 2.4.1 The Unit Pricing Proposal Form, must be completely answered in order for the proposer to be considered for award. Proposers are encouraged to submit additional information which they feel might be useful to KCEAA in evaluating proposals, however, KCEAA reserves the right to reject or accept for consideration, during evaluation of proposals, any additional information the proposer submits and may reject or accept minor variations when evaluating proposals. Proposal package completeness will be considered in the evaluation of the proposals.
 - 2.4.2 KCEAA reserves the right: (1) to award proposals received on the basis of individual items, or groups of items or on the entire list of items; (2) reject any or all proposals, or any part thereof; (3) to waive any informality in the proposals, and: (4) to accept the proposal that is in the best interest of KCEAA. KCEAA's decision shall be final.