

**REQUEST FOR PROPOSAL**

**RFP # FY2026-005**

Issue Date: **July 31, 2025**

Title: **Roof repair and coverings project**

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: 90 days after award

Sealed proposals will be received until 09:00 a.m. on, August 27, 2025. They will be open and read aloud in public on Wednesday, August 27, 2025 at 10:00 a.m., at 601 Brooks Street, Charleston, WV.

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

**Jason Wilson, Project Manager  
(304) 345-2312 – Ext. 1148  
jasonwilson@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.

1.0 Name and Address of Firm:

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

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FEIN #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

2.0 General Instructions

2.0.1 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.

2.0.2 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 August 27, 2025 at 09:00 a.m.

Proposals received after this time will be returned. Proposals will be opened at 601 Brooks Street, Charleston, WV and read aloud on August 27, 2025 at 10:00 a.m.

2.1.7 The vendor shall respond to this RFP with one (1) original and one (1) copy of the quotation and shall mark as such. The copy may be of the Xerographic type.

2.1.8 The envelope containing the proposal must be plainly marked "" with the following information to wit:

- (1) Name of Project and Sealed Proposal Number: i.e. Roof repair and coverings project RFP FY2026-005
- (2) Name of Contractor
- (3) Contractor's Address

2.1.9 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.

2.1.16 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 company.
- 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 any bid which contains minor variations from specification requirements but may comply substantially therewith.
- 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 Companies interested in proposing a bid are encouraged to visit both project locations to take measurements, compile a plan to including all building materials, equipment and laborers to complete the projects.

## 2.3 CRITERIA OF AWARD

- 2.3.1 KCEAA is requesting proposals for roof repair and coverings for the following:
- 2.3.1.1 KCEAA Supply building located at 625 Brooks Street, Charleston, WV 25301
  - 2.3.1.2 KCEAA Central and Maintenance Garage located at 601 Brooks Street, Charleston, WV 25301
- 2.3.2 Each project site shall be bid separate; however, the proposer can include all projects in one bid pack as long as the tabulation for each is clearly defined in the sealed package.
- 2.3.3 Each bid shall include detailed plans for both: repairs needed and type of new roof coverings.
- 2.3.4 Bid price shall include disposal of any and all material removed, leftover or otherwise associated at each project site.
- 2.3.5 Each project shall have a timeline from start to finish, any deviation of such timeline shall be approved by KCEAA.
- 2.3.6 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.